

**Policy:**

It is the policy of the County to supplement the regular workforce with flexible staffing when needed, for instance, because of periods of peak workload, or due to employee absences.

**308:1 GENERAL PROVISIONS**

1. All vacancies in positions covered by this policy need not be advertised.
2. The County may utilize students, volunteers and other similar applicants for flexible staffing purposes, if not prohibited by law. When deemed necessary, such applicants will be required to provide a certificate of age.
3. All employees covered by this policy are not eligible for paid absences, vacations and holidays. An employee whose status changes from regular full-time to one of the other statuses covered by this policy will have any days of vacation and sick leave paid out according to County policy. An employee whose status changes from temporary or on-call to full-time will be considered as hired on the date of the change of status for purposes of eligibility for paid absences and vacation. Information concerning eligibility of temporary and on-call employees for other County benefits, such as the Florida Retirement System, is available from Human Resources.
4. All employees covered by this policy are to be paid within the salary range of their job title.