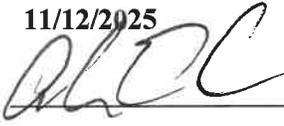


Scotts Valley Fire Protection SVFPD	
POLICY: 1504	SUBJECT: Temporary Positions
DATE APPROVED: 11/12/2025	
BOARD PRESIDENT: 	FIRE CHIEF: 

Purpose:

To establish guidelines for the employment and management of temporary positions within the Fire District to ensure clarity, consistency, and compliance with applicable laws and regulations.

Scope:

This policy applies to all temporary positions created within the Fire District, including full-time, part-time, temporary, and seasonal roles.

Policy:

Definition of Temporary Positions:

Temporary positions are roles established to meet short-term needs, including project work, seasonal demands, or coverage during staff absences, with a designated end date or project completion.

Creation of Temporary Positions:

Temporary positions must be based on operational needs. The Fire Chief is authorized to appoint temporary employees to address short-term staffing shortages, such as leaves of absence or vacancies during recruitment, or to support seasonal or project-based work.

Temporary positions created for purposes other than those identified above require prior approval from the Board of Directors before being posted or filled. Positions should be clearly defined and based on an existing job description, with a clearly defined duration, and reporting (supervisory) structure.

Hiring Process:

Temporary hires may be through direct appointment, or seasonal recruitment. Priority should be given to qualified internal candidates when feasible.

Compensation and Benefits:

Compensation rates for temporary employees will be established based on position, experience, and budget guidelines.

Temporary employees are generally not eligible for benefits, including health, dental, vision, retirement, or paid time off, unless otherwise specified by law or in an agreement.

Scotts Valley Fire Protection SVFPD	
POLICY: 1504	Temporary Positions SUBJECT:

Duration and Extensions:

The duration of each temporary position shall be established at the time of appointment. The Fire Chief may authorize one extension of up to six (6) months. The total duration of any temporary position may not exceed one (1) year without Board approval.

Supervision

Temporary employees shall work under the direction of an assigned supervisor, who is responsible for providing appropriate oversight and guidance during the term of the appointment. The Supervisor shall be defined at the time of appointment.

Separation

Temporary employment may be ended at any time at the discretion of the Fire Chief or designee, based on performance, completion of the assignment, or operational needs.

Legal Compliance:

All hiring and employment practices shall comply with applicable federal, state, and local laws, including employment rights under California law.

Recordkeeping:

Documentation of all temporary employment actions shall be maintained in personnel files, including reasons for hiring, duration, and performance reviews.