

Title: Administrative Policy Limited Status Positions	Policy No. Part 5, Staff Policies Chapter 1, Rules Section 2
	Effective Date March 12, 2019
Policy Custodian Strategy, Planning & Analysis	Adoption/Revision Date March 12, 2019

Adopting Resolution(s): CC19-075

References (Statutes/Resos/Policies): Jefferson County Personnel Rules

Purpose: To ensure proper authorization and administration of Limited Status positions.

A. Definitions:

Limited Status: Status for a position that has a specified ending date in order to meet the needs of a special project or other short-term need and term length of no more than one year. Employees with Limited Status only receive those benefits as required by law. All employees with Limited Status also have At-Will Status and may be terminated at any time.

B. Authorization

1. Limited Status positions that do not require additional expenditure appropriation:
 - a. The County Manager may authorize Limited Status positions for those departments that directly report to him/her in accordance with the procedures that implement this Policy.
 - b. Elected and/or appointed officials may authorize Limited Status position for their departments in accordance with the procedures that implement this Policy.
 - c. Existing Limited Status positions can be extended, continued, or reauthorized beyond the initial duration with approval by the County Manager or elected and/or appointed officials.
2. Limited Status positions that require additional expenditure appropriation:
The County Manager or the Elected and/or appointed officials must obtain approval from the Board of County Commissioners in accordance with the procedures that implement this Policy.