



Civil Service Department

Request for Extension of Non-Career Hours Form

PURPOSE:

To request the extension of hours for a non-career position. A non-career position is an unclassified position in which duties are of a temporary or as needed nature and does not exceed 1600 hours within their twelve-month anniversary period.

RELEVANT RULES AND REGULATIONS/ POLICY:

Civil Service Rules and Regulations Section 49 and [Civil Service Policy Section 2.32](#):

"The termination dates of provisional appointees and of appointees to non-career positions may be extended at the discretion of the Commission if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions which are, in fact, permanent, are being actively pursued."

PROCESS:

- Requesting department should contact Civil Service Deputy Director to determine if the request is needed.
- Requesting department completes Extension of Non-Career Hours Form.
 - Electronic version of the form is submitted to Human Resources for initial approval.
 - The requesting department completes Section I of this form. Civil Service completes Section II of this form.
- Non-Career Hours Request Form emailed to Civil Service Department Executive Assistant.
- Non-Career Hours Request will be placed on the agenda for the upcoming Commission meeting.
- At Commission meeting, department is present to address questions from the Commission.
- Commission Approves/Denies request.

SECTION I. REQUESTING DEPARTMENT COMPLETES THIS SECTION:

DATE FORM COMPLETED: 01/20/2021 **DEPARTMENT:** Fire Department

NAME AND CLASSIFICATION TITLE OF EMPLOYEE: Omar Monroy, Lifeguard - NC

Summary of employee's work history specifying all classification titles and dates:

Mr. Monroy has worked for the LBFD since May 13, 2018, as a Lifeguard-NC serving our beach-going community. He is bilingual and has proven to be an invaluable asset to the Marine Safety Bureau and, during the pandemic situation, to the City as a whole, through his work at COVID-19 testing centers.

Summary of duties performed by employee:

Mr. Monroy is a non-career Lifeguard. During a typical summer, he would be assigned to work on one of our beaches, ensuring the safety of those on the beach and in the water.

Anniversary Date {date when employee reaches 1600-hour threshold): 05/13/2022

Number of hours left to reach 1600 hours: Mr. Monroy has worked 1468.2 hours, as of 1/15/21, and he has 131.8 hours remaining.

Number of additional hours requested:

Mr. Monroy worked 298.5 hours at the COVID-19 testing sites. Taking that into account, we would like to request an additional 298.5 hours.

Explain why the additional hours are needed for the department to function.

During the pandemic, Mr. Monroy was deployed to COVID-19 testing sites which was necessary and appropriate to continue to allow the City to function during a surge. This work was mostly logistical in nature, crowd control, and disinfecting duties. However, we are requesting the same quantity of time be extended to Mr. Monroy so that he can work on non-COVID related tasks that will provide him with additional experience beneficial to his safety career pursuits.

If applicable, is there a permanent appointment being recruited?

☐ Yes ☒ Not applicable (new recruitment not required)

If yes, what is the requisition number?

Was there a prior non-career extension requested for this employee? ☐ Yes ☒ No

SECTION II. CIVIL SERVICE COMPLETES THIS SECTION:

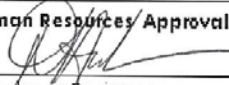
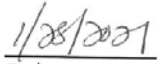
- ☒ Request received by Civil Service. Date Received: January 29, 2021
- ☒ Anticipated recruitment timeframe (if applicable, include requisition number): N/A
- ☒ Non-career hours completed as of the last recorded pay period: 1,441 hours completed as of 2/3/2021
- ☒ Provide notice to requesting department to attend Civil Service Commission Meeting.
- ☒ Provide notice to employee of Request for Extension of Non-Career Hours scheduled to be on the Civil Service Commission agenda. Notify the employee of attendance options.

Civil Service Department



Suggested Action: **Staff recommends approval.**



Human Resources Approval	
	
Director or Designee	Date



Date: February 17, 2021
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **COVID-19 RELATED: REQUEST FOR EXTENSION OF NON-CAREER HOURS – OMAR MONROY**

Correspondence has been received from Meg Rau, Personnel Officer for the Fire Department, requesting Civil Service Commission approval to extend the non-career hours of Mr. Omar Monroy, currently employed as a Non-Career Lifeguard. Staff has reviewed this request and recommends approval in accordance with Article V, Section 49 of the Civil Service Rules and Regulations and Civil Service Policy 2.32.

Facts for Consideration:

- Mr. Omar Monroy was hired as a Non-Career Lifeguard with the Fire Department on May 13, 2018.
- Mr. Monroy was deployed as a Disaster Service Worker helping at various COVID-19 testing centers.
- Mr. Monroy has worked 298.5 hours at the COVID testing sites.
- As of pay period ending February 3, 2021, Mr. Monroy has worked a total of 1,441.0 hours.
- The Fire Department is requesting an extension be granted for an additional 298.5 non-career hours, which will allow Mr. Monroy to work on non-COVID related task through his anniversary date.
- Section 49 of the Civil Service Rules and Regulations allows an appointing authority to request an extension of a non-career employee's appointment "...if the extensions are deemed necessary in order for the appointing department to function and/or provided that permanent appointments to those positions, which are in fact, permanent, are being pursued."
- The extension of non-career hours will allow Mr. Monroy to continue to be available as a Disaster Service Worker and will also be able to complete training related to his primary duties to ensure the safety of those on the beach and in the water.

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Recommendation:

- Staff recommends approval of the Request of Extension of Non-Career Hours.
- The Fire Department has been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Civil Service Commission

Date: January 25, 2021
To: Civil Service Commission
From: Meg Rau, Administrative Officer, Fire Department/sf
Subject: **Request for Extension of Non-Career Hours - Omar Monroy**

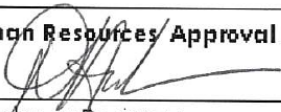
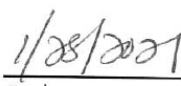
In accordance with the provisions of Section 49 of the Civil Service Rules and Regulations and Section 2.32 of the Civil Service Procedures, the Fire Department respectfully requests the Civil Service Commission approval to extend the non-career hours of non-career Lifeguard Omar Monroy as for 298.5 hours.

Mr. Monroy has worked for the City as a non-career Lifeguard since May 13, 2018, serving our beach-going community. He is bilingual and his skill set proved to be invaluable during the pandemic situation as he was deployed as a Disaster Service Worker helping at various COVID-19 Testing Centers.

If approved, Mr. Monroy will continue to be available as a Disaster Service Worker and will also be able to complete training related to his primary duties to ensure the safety of those on the beach and in the water.

Thank you for your consideration of this request. Please contact me at x8.2551 if you or your staff have any questions.

cc: Yesenia Rico, Personnel Analyst, Human Resources Department

Human Resources Approval	
	
Director or Designee	Date