



AGILE WORK DELIVERY MODEL IMPLEMENTATION GUIDE: Extra-Help

When to Implement:

- The assignment, workload or project is not expected to last more than 1,040 hours, or is intermittent from year to year.
- There is a need to temporarily backfill for a Regular employee who is on leave.
- There is a temporary peak workload.
- The work involves intermittent (irregular) or seasonal (recurring annually) work schedules.

Compensation:

- Employee salary based on an hourly rate.
- Limited health benefits included if employee works 30 hours or more per week.
- No retirement benefits included.

Advantages:

- Streamlines recruiting processes to respond to immediate workload or position needs.
- Increases professional opportunities for skilled students and experienced workers of all ages who may be new to public service and bring unique insights and approaches to work.
- Provides more opportunities to expose potential employees to County service.

About the Extra-Help Work Delivery Model

The Extra-Help work delivery model allows for increased departmental flexibility. This work delivery model gives hiring managers the opportunity to more easily attract those new to, or re-entering, the workforce. It may be an effective way to introduce talented individuals to public service without having them make a long term commitment.

Example:

- Extra-Help HR Technician to provide administrative support on Countywide initiatives.
- Extra-Help Office Assistant II to provide support for Workday system implementation

Next Steps:

1. Fill out Agile Request and Tracking Form and submit to departmental Payroll/Personnel Clerk.
2. Payroll/Personnel Clerk will fill out a requisition through NeoGov.