



With the issuance of the new 4-H Policy Handbook in July, 2009, policy was clarified that 4-H units and councils may not hire employees. Employees must be hired by the University of California using an existing job classification. The most frequent reason the 4-H program might need to hire extra staff is for the camping program, but there may be other special occasions.

Here is a brief outline of the steps to hiring camp staff with 4-H funds:

1. Determine which camp staff will need to be hired. They will be hired as *Limited Term Appointments* which do not require an advertising and recruitment process.
2. Determine the positions which need to be hired. Use the 4-H Camp staff job classifications currently developed:
 - 4-H Camp Cook
 - 4-H Recreation Program Instructor (Life Guard)
 - 4-H Health Supervisor
 - 4-H Camp Director (Program Representative II)
3. Review the position description and make any necessary changes, based on county needs. Keep in mind that significant changes may result in a delay and/or re-classification. If you have questions contact the ANR Staff Personnel Office.
4. Prepare a budget for staff expenses. Include the following in your planning:
 - Salary - Refer to the current posted salary scales for the positions.
 - Benefits – Even limited term employees receive core benefits; calculate these costs at 11% of the salary.
 - Work hours – Determine the number of hours for which a person will be hired. Keep in mind they will be paid for each hour they are on the job – not for all of the hours they spend at camp.
 - Overtime - If an employee works more than 40 hours in one week, they must also be paid overtime at time and a half.
5. Check with your county director to be sure there is a UC income account available to receive and disburse funds. If one is not established work with ANR Business Operation Center to establish a county income account.
6. Ask your county director to begin the hiring process following current UC hiring policies.

Request a check payable to the Regents of the University of California from the 4-H Council or entity that is sponsoring camp to fund the income account from which the camp staff will be paid.



Steps to Hiring Camp Employees with 4-H Funds 4/2010

University of California
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