



Approved:

City of Riverside, California  
Human Resources Policy and Procedure Manual

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*[Signature]*  
City Manager

Number: V-14 Effective Date: 07/06

**SUBJECT: TEMPORARY/SEASONAL EMPLOYEE BENEFITS**

**PURPOSE:**

To define the City of Riverside's benefits for temporary/seasonal employees for uniformity of interpretation and application.

**POLICY:**

Temporary/seasonal employees may be eligible for deferred compensation and/or California Public Employees Retirement System (CalPERS) coverage. This does not apply to temporary employees hired through a contract agency.

**1. Deferred Compensation**

Enrollment in deferred compensation for temporary/seasonal employees is automatic and mandatory under Federal law unless/until the employee becomes vested in CalPERS. To be vested, members must have five (5) years of service with CalPERS and have funds still in the system.

This temporary plan is in lieu of Social Security. The City matches the required employee contribution of 3.75%.

**2. CalPERS**

Enrollment in CalPERS is mandatory for temporary employees if either of the following criteria is met:

- a. The temporary employee is a vested CalPERS member through another employer.
- b. The individual is a temporary employee who reaches 1,000 hours in a fiscal year, including overtime, or if the expectation at appointment is that the employee will reach 1,000 hours in the fiscal year. It is the Department's responsibility to track hours worked and to submit a Personnel Action Form to Human Resources to enroll the employee in CalPERS. See Policy V-13 Retirement (CalPERS) for additional information.

**3. Withdrawal of Contributions**

- a. The temporary Deferred Compensation Plan is subject to the same IRS regulations as the regular Deferred Compensation Plan. Employees may only withdraw funds in the event of separation or death.
- b. Employees covered under CalPERS can only withdraw the employee contribution if the employee is not vested in CalPERS. Employees vested in CalPERS are entitled to both the employee and employer contributions. Such withdrawals may be bought back at a later time if the individual becomes employed by another CalPERS covered agency. This "Service Credit Buy-Back" provision is administered by CalPERS and is subject to State regulations.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Employee	1. Notifies Human Resources if he/she is a member of CalPERS through another employer.
Human Resources	2. Enrolls new hires in the temporary Deferred Compensation Account. 3. Enrolls new hires in CalPERS if any qualifications under Section 2 of this policy are met.
Department	4. Monitors hours worked by temporary employees and submits a Personnel Action Form to enroll in CalPERS as required under Section 2 of this policy.
Human Resources	5. Notifies CalPERS and Deferred Compensation Provider in case of separation.

Disclaimer: This policy is for internal processes only. Should a discrepancy exist between this document and Federal or State Law, the Federal or State Law will prevail.