**Section 500.225 Intermittents**

a) Intermittent Positions: The Director shall, as required to fulfill the operating needs of a department, establish intermittent positions to perform work seasonal in nature or to help in periods of increased workloads. Intermittent positions shall not be established in place of permanent positions. Appointments shall be made to such positions in the same manner as appointments to permanent positions.

b) Limitations on intermittent employees: An intermittent employee shall be subject to the following limitations and conditions of employment, but shall otherwise be covered by the full benefits of Jurisdictions A, B and C:

1) An intermittent employee shall not be used as a replacement for a permanent employee, but may substitute for an absent employee.

2) An intermittent employee shall work a maximum of 1200 hours per year (12-month period), minimum of 600 hours. An effort shall be made to balance the hours worked among intermittents. An intermittent employee who works more than 1200 hours shall be reassigned in accordance with Section 500.110(a), (b) and (c) to a permanent full-time position. An intermittent employee offered work less than the minimum of 600 hours shall be considered suspended without cause and may grieve or appeal in accordance with the applicable rules regarding suspension.

3) The continuous service of an intermittent employee shall be computed on the basis of hours worked, each 7 hours being equivalent to one day.

4) An intermittent employee shall accrue sick and vacation leave on a prorated basis, dependent upon the amount of time in pay status during a given month.

5) An intermittent employee shall receive full pay for an official holiday if scheduled to work that day of the week and if he or she works the last scheduled work day before the holiday and the first scheduled work day after the holiday.

6) An intermittent employee refusing to be scheduled three times in one calendar quarter shall be considered for discharge for failure to perform assigned duties, if given 24-hour notice of scheduling, unless proof of illness or death in the family is presented.

7) A semiannual review of the intermittent program shall be made by the Director of Human Resources to insure compliance with this Part.

(Source: Added at 21 Ill. Reg. 13294, effective September 15, 1997)