



2023

TEMPORARY APPOINTMENTS REPORT

Cuyahoga County

Personnel Review Commission

Introduction

Cuyahoga County Charter Article IX, Section 9.02 sets forth various responsibilities for the Personnel Review Commission (PRC), one of which is reviewing and auditing compliance with federal, state, and local laws regarding personnel matters within the County Executive's organization and departments. The PRC prepared this report to assess compliance with the civil service laws of the County and the Ohio Revised Code.

A fundamental requirement of these laws is that temporary appointments in the civil service of the County shall not exceed 180 continuous days. The PRC is responsible for reviewing temporary appointments and reporting on the County's compliance with the Temporary Employment policy, which is stated in section 6.01 of the Employee Handbook as follows:

“Temporary employment is defined as employment for a specified project or time frame, not to exceed one hundred eighty (180) continuous days. Temporary employment may be designated as part-time or full-time. Temporary employees are not eligible for benefits.”

Excepted from this policy are temporary full-time appointments of skilled trades personnel hired for capital improvement and renovation according to the County’s needs, as stated in the Letter of Understanding between Cuyahoga County and The Cleveland Building and Construction Trades Council (CBCTC) attached to the collective bargaining agreement between them. The PRC does not address these trades appointments in this Report. Also excluded from this policy are unclassified appointments.

This report will be posted on the PRC’s website at <https://www.cuyahogacounty.gov/personnel-review-commission>.

Audit Objective:

To assess Cuyahoga County's compliance with civil service laws and policies regarding temporary appointments that must not exceed 180 continuous days of employment and that do not offer employee benefits.

Audit Scope and Methodology:

This audit reviewed all temporary appointments that began or ended in 2023, based on data from the County Executive's Personnel Agendas, the INFOR Talent Acquisition Module, the CBCTC collective bargaining agreement covering July 1, 2021, to June 30, 2024, and meetings with the County’s Talent Acquisition Manager.

Findings:

The PRC identified all appointments in 2023 that were designated in the “Employee Status” field on the Personnel Agendas as “temporary” or did not offer benefits (“NO BN”). There are 28 such appointments, all of which are unclassified.

The County offers at least three types of unclassified temporary appointments that are not subject to the 180-day duration requirement stated in Section 6.01 of the Employee Handbook: (1) Cleveland Foundation Public Service Fellows, (2) Forensic Pathology Fellows, and (3) Co-Op Students and Interns. Cleveland Foundation Public Service Fellows work in the County Executive’s office and are part of a one-year program the County offers in conjunction with the Cleveland Foundation. The Cleveland Foundation funds these positions, and the County provides benefits.

Forensic Pathology Fellows work in the Public Safety and Justice Services Department and are part of a one-year program as well. Co-Op Students, Interns, and Fellows are unclassified positions pursuant to Ohio Revised Code, section 124.11(A)(12).

Conclusion:

The County did not make any classified temporary appointments in 2023. The only temporary appointments reported in 2023 were made pursuant to the CBCTC MOU or were for unclassified employees including Cleveland Foundation Public Service Fellows, Forensic Pathology Fellows, and Co-Op Students and Interns.

Recommendations:

Recommendation No. 1: Clarify in the Employee Handbook that the temporary appointment policy applies only to classified positions, to avoid uncertainty whether an appointment is a temporary appointment subject to the policy.

Recommendation No. 2: Define in the Employee Handbook the three types of unclassified appointments exempted Section 6.01 of the Employee Handbook, which are (1) Cleveland Foundation Public Service Fellows, (2) Forensic Pathology Fellows, and (3) Co-Op students and Interns.