

**Clerical Trainee**

This is a Seasonal/Casual Classification.

**There is no Specification for this Classification**

Seasonal/Casual/Casual Other appointments are used for positions that occur, terminate, and recur periodically or regularly. Casual/Casual Other employees serve at-will and do not accrue status in the class to which they have been appointed and have no appeal rights upon demotion, suspension or termination from employment.

Casual/Casual Other employees do not accrue vacation or sick leave, service credit, and are not eligible for health benefits. Casual/Casual Other employees generally are not eligible for retirement benefits unless they have worked at least 600 hours in a calendar year in a qualified position. Full-time casual/casual other employees are eligible for holiday pay if they were hired at least two weeks prior to the holiday and are in pay status the day before and the day following the holiday. Part-time casual/casual other employees are not eligible for holiday pay.

Casual/Casual Other employees are not eligible for reemployment under the Administrative Rules on Reinstatement or Layoff & Recall and do not have bumping rights. Casual/Casual Other appointments are limited to 1400 hours per calendar year. (Reference Administrative Rules [3.03 Casual/Casual Other Appointments](#))

June 2009 - Change Job Class number from 0109 to 30000015, due to system change.  
July 2012 – revised maximum hours and other language to matched updated Administrative rule.