

Questions related to hiring temporary employees as casuals under the AD Pay Plan come up year after year. The Interagency Incident Business Management Handbook addresses the issue to a limited extent by stating, "This authority cannot be used to circumvent other hiring authorities such as temporary 1039 appointments or career seasonal appointments," but is addressing incident training in this context. In order to provide consistency, WO HCM has provided the following guidance:

Question #1: Is it ever appropriate to use the AD authority rather than request extensions/waivers of 1039 hours.

Answer: A qualified "yes." However, you must be very careful that the AD authority is not being used to extend the 1039 appointment. *The determination must be made on a case-by-case basis.* Here are some examples:

- **Fire Cache temporary employees hit their 1039 hours the end of September, but fire season is still active so they are still needed—can they be on a temporary appointment on Wednesday and come back to work doing the same job Thursday as an AD? An AD appointment would not be appropriate in this case as it has the appearance of extending the temporary appointment. Fire season is often still active at the end of September. Therefore, the unit should have been planning for coverage.**
- **Temporary employees hit their 1039 hours while fighting an active fire—due to the need to keep a crew intact and continue to fight the fire, can they be on a temporary appointment on Wednesday and come back to work doing the same job Thursday as an AD? If so, when do we end their AD employment? Can we keep them on as AD's back at their unit if the fire danger is elevated? It would be appropriate to have the employee come back to the fire as an AD and remain as an AD until the incident is over. The AD employment is initiated on the fire, so it should be ended on the fire. The employee should not be kept on as an AD back at their unit simply because the fire danger is elevated, because that has the appearance of extending the temporary appointment.**
- **A temporary recreation technician's 1039 hour appointment runs out the middle of August and the employee is separated. The first of September the unit breaks a large fire—can the recreation technician be hired as an AD to help fight this fire? The recreation technician can be hired as an AD to fight the large fire.**

Question #2: Can the AD plan be used to provide training when it is known that the individual will be hired for a temporary position.

Answer: No. The AD plan should be used to provide training only for ADs. A temp employee should receive training under their temporary appointment. We need to be careful not to mix pay plans.