

LIMITED PART-TIME, TEMPORARY OR SEASONAL EMPLOYMENT

17.1. Policy

17.1.1. Purpose

Some City work is indefinite and/or irregular with regard to schedule and duration. As a result, the City recognizes the need to employ limited part-time, temporary or seasonal workers at all levels of responsibility from time to time on an as needed basis or to work for limited periods of time at the discretion of the City.

17.1.2. Authorization to Hire Limited Part-time, Temporary or Seasonal Workers

In general, a limited part-time, temporary or seasonal worker may be hired for work which will require fewer than twenty hours per week OR fewer than six (6) months to complete, provided the City Council has appropriated sufficient funds in the temporary help line item to pay the worker. Work requiring more hours to complete will usually require the establishment of a regular position. Workers who are called on an as-needed basis or who are paid on a trip or event basis rate are temporary workers. However, the City Manager may, from time to time, find that the interests of the City are best served by assigning work to a temporary or seasonal worker for greater periods of time. Temporary or seasonal hires shall not be made to avoid establishing a regular position when the work to be performed is on-going work of the City.

17.1.3. Duration of Limited Part-time, Temporary or Seasonal Employment

A limited part-time, temporary or seasonal worker has no right to continued employment or property right regarding employment. A limited part-time, temporary or seasonal worker may be terminated at any time with or without cause, and shall have no right to appeal except when the action is alleged to have violated the City's policies regarding equal employment opportunity and prevention of sexual harassment.

17.2. Appointment to a Regular Position

A limited part-time, temporary or seasonal worker may be appointed to a regular City position only after successfully completing an authorized recruitment and selection process for that position. The employee's service date will be determined according to the date of appointment to the regular position. No credit will be given for the time an employee was hired for limited part-time, temporary or seasonal work.

17.3. Procedure

17.3.1. Hiring Limited Part-time, Temporary or Seasonal Workers

Any person who possesses the qualifications to perform the work to be done and who is eligible to work in the United States may be hired for work.

The Personnel Office will conduct a recruitment and assist in developing and administering the selection process when requested by the Hiring Department. There is not any requirement that a recruitment or examination process must be conducted. However, when a recruitment is conducted:

- A. The Hiring Department must notify the City Manager before soliciting applications.
- B. All applications must be received at a site or sites approved by the City Manager.

- C. All hiring must be done in writing by letter issued by the Department Head. Persons hired for limited part-time, temporary or seasonal work are required to appear at the Personnel Office or other designated location to complete forms required for personnel and payroll records prior to starting work.

17.3.2. Determining Compensation

A. Rates of Pay

The Personnel Department will determine the appropriate pay range for each limited part-time, temporary or seasonal worker by selecting a rate which is a step in the approved pay range for the work. The Department Head shall determine the appropriate step in the pay range in consultation with the Personnel Department based upon the qualifications of the individual. The step selected must be one which is equitable with the rate of pay of other limited part-time, temporary or seasonal workers.

B. Time Reporting

All limited part-time, temporary or seasonal workers will record their actual hours worked on a time sheet in the same manner and on the same schedule prescribed for regular non-exempt employees.