

## *Organizational Policy*

### LIMITED TERM EMPLOYMENT

#### **Purpose**

The City of Rochester intends to allow City departments the flexibility to temporarily employ individuals in non-permanent, short-term or full-term openings, to meet the needs of the City. With that in mind, this policy provides guidance and consistency for the City's recruitment and selection process for these types of roles and benefits offered for such positions. Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

#### **Scope**

Below are the defined reasons a department may elect to fill a limited term role:

- Emergency situations
- An immediate need for a non-budgeted opening
- Vacancy is of temporary nature
- Cover one or more leaves of absence
- The employment is funded by a grant or other independent funding for a set duration

Employees hired for one of the above reasons will be hired for a set duration of time and for a set number of hours per week (20 hours or more) based on the department's needs. Flexing of work hours may be allowed based on business need, performance, and supervisor approval. Flexing of hours must occur within the same pay period and cannot result in overtime (i.e. if an employee is scheduled to work 20 hours per week, they may have the ability to work 17 hours one week of the pay period and 23 the other). City Council approval will be required if the department will need additional funds that are not currently available in their budget. If employment is extended beyond the set duration, approval will be needed from the Department Head and Human Resources representative before the expiration of the original employment date. The City also reserves the right to end employment before the originally scheduled end date.

#### **Process/Procedure**

The following steps must be completed to hire a limited term employee:

1. Job description/class specification must be created for the position. The duration of the position is to be established.
2. Position must be posted for applications on the City's online applicant tracking system.
3. Selection procedures must be in compliance with applicable federal and state laws, as well as City policy.
4. The department head or designee reserves the right to select the candidate best suited to fill the vacancy.
5. All contract language and/or City policy language on employment selection, pay, etc. is to be followed, along with any state and federal employment laws.

6. Once employment ends the department shall initiate a Personnel Action Form (PAF) to terminate employment.

### Benefits

Employees whose length of employment is scheduled to last more than 6 months and who are working 20 hours or more a week, will be eligible for benefits. These benefits will be prorated based on the number of regularly scheduled hours per week in accordance with the City of Rochester benefit plans. Failure to remain at your scheduled full-time equivalency (FTE), may result in the loss of benefit eligibility or proration of benefits (premiums, accrued leave time, and holidays). Employees working less than 6 months would be eligible only for the benefits the City is required to provide by law, such as Earned Safe and Sick Time (ESST), Public Employee Retirement Association (PERA) (if applicable), and workers compensation.

If an employee was originally scheduled to work less than 6 months, but was then extended, they will become eligible for benefits on the first of the month following the date it is determined they will work longer than 6 months.

### Definitions

**PAF:** Personnel Action Form, which documents changes related to the employee's employment.

Policy revisions approved by City Administrator:



Alison Zelms

02/12/2024

Date

<i>Policy History</i>
Current Revision: 12/26/2023
Previous Revision(s): N/A

### Associated Form(s)

- Personnel Action Form

*The forms associated with this policy can be found on RW - Human Resources – Forms*