

Organizational Policy

PART TIME, TEMPORARY, SEASONAL EMPLOYMENT

Purpose

The City of Rochester seeks to recruit and select part time, temporary, and seasonal employees to meet the needs of the City and to best serve the public. With that in mind, this policy provides guidance and consistency to the City's recruitment and selection process, as well as benefits offered for such positions. Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

Scope

In compliance with Minnesota Statute 179A.03, subd. 14, part time, temporary, and seasonal employees are limited to working 67 days or less in a calendar year.

In order for a part time, temporary, or seasonal employee to continue employment beyond 67 days, one of two conditions must be met:

- The employee must not have been regularly scheduled more than 14 hours per work week and must continue to remain at or under 14 hours for the calendar year. Employees can exceed 14 hours per week on an occasional or sporadic basis based on department needs but cannot be scheduled on a regular basis to exceed 14 hours per week.
- The employee is under the age of 22 *and* has verified that they are a full-time student immediately before and after their employment. In this case they can work up to 100 days.

Part time, temporary, or seasonal employees will not be allowed to exceed the limits outlined above. Once an employee has worked their designated number of days, a direct replacement cannot be hired (179 A.03 subd 14(b)(2)).

Hiring managers and supervisors are responsible for maintaining compliance with this policy.

Process/Procedure

The following steps must be completed in order to hire a part time, temporary, or seasonal employee for each position.

1. Job descriptions/class specifications must be created for each job title.
2. Positions must be posted 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 pre-employment steps must be completed, prior to the employees start date. This includes, but is not limited to, a background check and extension of a formal offer.

6. Time worked must be submitted each pay period for all hours worked within that pay period.
7. Once employment ends OR once someone has not been scheduled to work for the last three months, the department shall initiate a Personnel Action Form (PAF) to terminate employment.

Employee Limitations

1. If an employee is hired for multiple roles, the work of the two jobs must not be similar in nature. If working in multiple roles, employees are not to exceed 40 combined hours in a pay week.
2. Employees must apply for and receive an official offer letter for all positions worked.
3. At no time shall an individual be employed by the City of Rochester while also working for the City through an employment agency.
4. Current full-time employees are not allowed to work in a second position for the City.
5. For at least 30 days following their separation from employment, retirees collecting a Public Employee Retirement Association (PERA) benefit cannot have any verbal or written agreement to return to City employment and may not return to employment as a part-time, temporary, or seasonal employee.

Benefits

Part time, temporary, or seasonal employees, as defined by this policy, are not eligible to receive benefits, including paid time off, holiday pay, and/or insurance coverage.

These employees will, however, be eligible for Earned Safe and Sick Time (ESST) as provided for in the City's Organizational Policy – Sick Leave; and are eligible for workers compensation benefits, if they are injured on duty.

Part time, temporary, or seasonal employees who meet the earnings and/or consecutive days requirements, will be enrolled in the Public Employee Retirement Association (PERA).

Safety

Work completed by part time, seasonal, temporary employees, must follow all state and federal labor and employment laws (i.e. child labor laws, OSHA), and City policies.

Training: Supervisors, in conjunction with Human Resources, will be responsible for providing the employees with the training necessary to complete their role and meet state and federal requirements.

Protective Footwear: The City of Rochester will reimburse the employee for the cost of protective footwear when the footwear is required for their position. Eligible employees will receive reimbursement in the amount of \$40 per month for each month of employment, with a maximum of \$120 per year, or the total cost of their protective

footwear, whichever is less. Employees will receive reimbursement for their footwear when their employment ends for the year or after their first three months of employment, whichever occurs first. A completed reimbursement form along with the original receipt is required and must be submitted to Human Resources prior to their last day worked.

Definitions

Work week: The City's work week begins on Thursday and ends on the following Wednesday.

Pay Period: Two consecutive work weeks, which correspond to a specified pay date.

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

Policy History

Current Revision: 12/26/2023

Previous Revision(s): N/A

Associated Form(s)

- New Hire Paperwork, which may include, but is not limited to: New Hire Information Form, W4 (state and federal), I9, Informed Consent form, Driver's License Authorization Form, PERA Student Exclusion Form, etc.
- Personnel Action Form (PAF)

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

Legal/Statutory Authority

- Minnesota Statute 179A.03, subd. 14,