



## City of Healdsburg Part-Time, Seasonal and Temporary Employees Policy

Effective Date: March 1, 2023

Approved: \_\_\_\_\_  
Jeff Kay, City Manager

### I. INTRODUCTION:

Part-time, seasonal, and temporary employees are a key resource for the City of Healdsburg ("City"). Part-time, seasonal, and temporary employees are employed on an at-will basis and may be terminated at any time with or without cause and without right of appeal.

### II. PURPOSE:

This Part-time, Seasonal, and Temporary Employees Policy (Policy) establishes procedures that are specific for part-time, seasonal, and temporary employees.

### III. ASSIGNMENT OF RESPONSIBILITY:

**Human Resources.** Assists in providing oversight for the recruitment, selection, and screening of part-time, seasonal and temporary employees.

**Department Heads/Supervisors.** Plan the effective use of part-time, seasonal, and temporary employees, including conduct and/or coordinate training, ensure appropriate supervision, assess risk exposures, issue assignments based on skills, experience, and need, and complete necessary documentation. Supervisors, including Department Heads, shall identify requirements of each task as required at their sole discretion, develop work schedules, monitor use of equipment, and ensure that employees receive required training.

### IV. DEFINITION:

**Part-time, temporary, or seasonal employee** means an employee who is appointed to work for a limited period of time. Part-time, temporary, or seasonal employees may not work more than 960 hours per fiscal year or for longer than six months of continuous full-time employment without express prior approval of the Human Resources Manager or designee.

## V. PROCEDURES:

### A. **Recruitment**

Part-time, seasonal, and temporary employees are not in the City's Competitive Service, as that term is defined in the City's Personnel Rules and Regulations. The City's intent is to hire the most qualified and capable individuals without regard to race, color, religion, creed, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), national origin, ancestry, age (40 and over), marital status, physical disability, mental disability, medical condition, sexual orientation, gender identity, gender expression, genetic information, marital status, military or veteran status, or any other basis protected by law.

### B. **Application**

All part-time, seasonal, and temporary employees must complete an application form for a given vacancy, and submit to the Human Resources Department

### C. **Screening**

The City shall obtain the part-time, seasonal, and temporary employee's authorization to conduct appropriate screening, background check and pre-employment physical. The scope of these activities will vary depending on the part-time, seasonal, and temporary employee's position. Depending on the nature of the position, use of any or all the following screening techniques may be appropriate:

- ü Contacting personal and employment references;
- ü Criminal background check, including use of information from the National Crime Information Center and state/local sex offender registries;
- ü Motor vehicle record check;
- ü Verification of education, training, certifications and licenses;
- ü Pre-Employment Physical;
- ü Drug and alcohol screening;
- ü Tuberculosis (PPD) Test;
- ü Credit check; and/or
- ü Fingerprinting

Screening techniques are to be organized by the Human Resources Department. part-time, seasonal, and temporary employees **may not begin** employment until all screening results have been received and the Human

Resources Department has given the individual clearance to begin.

**D. Selection and Appointment**

The Department Head or Supervisor shall interview the part-time, seasonal, and temporary employee. The Department Head or Supervisor shall make hiring decisions consistent with section A above. Part-time, seasonal, and temporary employees are required to provide documentation certifying legal authorization to work in the United States upon hire.

**E. Orientation and Training**

Each part-time, seasonal, and temporary employee shall receive an orientation on the first day of service. This orientation session shall assist part-time, seasonal, and temporary employees in their role with the City. The orientation shall include:

- ü Relevant City policies, including policies covering safety, customer service, accident reporting, harassment, discrimination, retaliation, drug and alcohol, and code of conduct.
- ü Information, procedures, and responsibilities for when, how, and to whom problems, complaints, hazards, or suggestions, etc. should be reported.

Training shall be specific to the position. Except as otherwise approved by the City Manager, under no circumstance will a part-time, seasonal, and temporary employee begin their assignment before proper training.

**F. Vehicle Operation**

Part-time, seasonal, and temporary employees may either operate a city “pool vehicle,” or their personal vehicle in accordance with the Use of Vehicle Policy to perform their job duties as may be required from time to time. Employees will be subject to a Motor Vehicle check to determine eligibility to operate a motor vehicle while on duty, per City policy. The City retains sole discretion to revoke a part-time, seasonal, or temporary employee’s eligibility to operate a motor vehicle while on duty.

**G. Benefits**

Except as otherwise required by law and any specific City policy, part-time, seasonal, and temporary employees are not entitled to any City provided benefits.

**H. Youth Part-Time, Seasonal, and Temporary Employees**

The City shall comply with all applicable Federal and State laws governing

employment of minors. Where there is discrepancy between the Federal and State laws, the more restrictive of the two shall be applied. No minor shall be permitted to perform activities determined to be hazardous under the Fair Labor Standards Act (FLSA), nor exceed the number of hours worked permitted by law.

**I. Workplace Injury to Part-Time, Seasonal, and Temporary Employees**

Part-time, seasonal, and temporary employees shall follow the workers' compensation policy and procedures. The Supervisor shall provide the injured individual with the DWC1 form, and complete the required workers' compensation forms, and submit to Human Resources for processing.

**J. Termination of Part-Time, Seasonal, and Temporary Employees**

All part-time, seasonal, and temporary employees are hired and serve at the will and pleasure of the City Manager. Part-time, seasonal, and temporary employees may be terminated from City employment at any time, with or without advance notice, and with or without cause.

**ACKNOWLEDGEMENT**

I have read and understand the above City of Healdsburg Part-Time, Seasonal, and Temporary Employees Policy and I understand that the violation of these listed policies may lead to my dismissal from employment. I also understand that my employment with the City of Healdsburg is at will and either the City or I may terminate my employment at any time with or without cause and with or without advance notice.

\_\_\_\_\_ Date

\_\_\_\_\_ Employee Name (Printed)

\_\_\_\_\_ Employee Signature