

CITY OF MANITOWOC

SEASONAL EMPLOYMENT POLICY

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Special Instructions: All Supervisors shall read and acknowledge receipt.		
Distribution: All Supervisors		

I. PURPOSE

The purpose of this policy is to provide a framework for the seasonal employment process including: recruitment, selection, training, and performance evaluation. This seasonal employment process is different from that of the City's regular employment processes because the department supervisors are empowered to make hiring decisions for their seasonal needs. The City of Manitowoc establishes clear and consistent guidelines to assist City supervisors and to ensure equal and unbiased treatment of all applicants and employees.

II. POLICY

The City of Manitowoc will recruit and select the best qualified persons for positions within the City. The Human Resources Department is responsible for developing and facilitating an active seasonal recruitment and selection program designed to meet the current and anticipated City departments' seasonal employment needs. The procedure will be consistent with Affirmative Action goals and will comply with all Equal Employment Opportunity guidelines.

III. PROCEDURES

1. **Recruitment:** When it is determined to be in the best interest of the City of Manitowoc, seasonal employees may be hired as budgeted. Such employees shall not be eligible to receive City of Manitowoc fringe benefits unless specified. The department shall establish position descriptions for each seasonal position within their department. The position descriptions must be approved by the Human Resources Department. Seasonal position pay rates will be established by the Personnel Committee.

2. **Hours:** No seasonal employee shall exceed 1199 hours if not employed by a WRS employer prior to July 1, 2011 (599 hours of employment if employed by a WRS employer on or after July 1, 2011) in any 12-month period unless previously authorized by the Personnel Committee. The affected department shall monitor the hours worked by each seasonal employee so as not to exceed the applicable maximum. In the event a seasonal employee exceeds the applicable maximum, the employee shall be enrolled in the Wisconsin Retirement System (WRS) and shall be responsible for payment of the employee portion of the WRS pension payment. Employees shall not work more than 40 hours per week except in bonafide Fair Labor Standards Act qualified recreational positions (*See Appendix A*). If an employee's position is listed on *Appendix A*, all hours worked over 40 hours per week shall be paid at straight time. If an employee is in a position not listed in *Appendix A* and works more than 40 hours in a week, he or she must have prior department head approval and shall be paid at a rate of one and one-half time for each hour worked in excess of 40 for that week.

3. **Advertising and Publicity:** The Human Resources Department shall post the openings for online applications during the month of February. Advertisement shall include publication on the City's website and other methods of publication as deemed appropriate by the Human Resources Director to ensure that a diverse population has access to the postings. During all other times of the year, departments shall determine their recruiting needs. The Human Resources Department will work with the departments to post the positions. Solicitation of applications by "word of mouth" only is not appropriate as a means of advertising to a diverse population.

4. **Application Process:** All City of Manitowoc seasonal applications for employment must be completed online through the City website. Resumes will be accepted only as a supplement to the application, not in lieu of an application, and must be attached to the online application. Returning seasonal employees must re-apply through the City website.

Applicant Tracking: When a completed application is received by the Human Resources Department, the application will be tracked. Tracking is completed through the City's application management system, NeoGov. Hiring supervisors will have access to view applications and communicate with Human Resources about candidates they wish to interview.

5. **Candidate Selection:** The hiring supervisor will screen the applications based on the job requirements outlined in the position description. After selections are made, candidates will be scheduled for an interview. All candidates for similar positions will be asked the same questions. "Fair Hiring & Avoiding Loaded Interview Questions" must be reviewed and adhered to by hiring supervisors (*See Appendix B*). All applicants not chosen from the interview process will be notified.

6. **Criminal Background Checks & Drug Screen:** New employees require a background check and pre-employment drug screen. Returning seasonal employees will require a background check if they are working with children under the age of 18, as well as a pre-employment drug screen. Pre-employment drug screens must be completed within 14 days of receiving the written employment offer at the clinic of choice by the City. The hiring supervisor will submit names for criminal background checks to the Human Resources Department. Checks will be conducted through the Wisconsin Criminal Information Bureau, Wisconsin Circuit Court Access and the Wisconsin Sex Offender Registry. Out-of-state applicant's background must be checked in the state in which they reside as well. The Human Resources Department will determine whether or not any adverse information is relevant to the type of position the applicant will occupy. No applicant will be hired or denied employment until this process is complete. Documentation of the Criminal Background Checks will be held in the Human Resources Department.

7. **Verification of Certification/License:** The department supervisor is responsible for verification of any necessary certifications required for the position which is

being filled. The department supervisor is also responsible for verification of a valid driver's license, if required for the position. Documentation of the verification must be forwarded to Human Resources.

8. Pay Policy: All seasonal employees shall be paid in accordance with *Appendix C*. Any position not listed on *Appendix C* or wage rate which differs from *Appendix C* must be approved by the Personnel Committee.
9. Offer of Employment: The offer of seasonal employment will be made via email.
10. Orientation and Training: The department supervisor is responsible for scheduling the orientation of each seasonal employee. The Human Resources Department or Payroll Administrator will be at the orientation to assist with completion of all payroll forms. The supervisor is responsible for all required training for the position as detailed (*See Appendix E*). The training documentation must be forwarded to Human Resources.
11. FICA Alternative Retirement Program: The City of Manitowoc utilizes a FICA Alternative Retirement Program for all seasonal and temporary employees. This is not a voluntary program. All temporary and seasonal employees must submit an enrollment form. Complete the "Participant Enrollment Form" as well as the "Statement Concerning Your Employment in a Job Not Covered by Social Security" and return it to your supervisor or the Human Resources office. You must indicate your beneficiary designation on the enrollment form. (*See Appendix F*).
12. Minors: When a minor is hired, a work permit will be required and paid for by the department hiring the minor. The work permit will be maintained at the department. The department supervisor is responsible for compliance with all child labor laws. Documentation of compliance must be forwarded to Human Resources.

13. **Nepotism:** Chapter 20.03 of the City of Manitowoc Municipal Code must be followed when hiring relatives of elected officials, department heads or other supervisory personnel.
14. **Safety and Protective Gear:** The City will provide general protective gear (e.g. safety vest, goggles, hearing protection) when required for the position. The Employee will provide protective gear which is personal in nature (e.g. steel tip shoes, rain gear and long pants) when required for the position.
15. **Termination of Employment:** Upon termination of employment for the seasonal employee, the department supervisor shall complete an Employee Separation Form which includes the performance evaluation (*See Appendix G*). Documentation of compliance must be forwarded to both the Payroll and Human Resources Department.

IV. DEFINITIONS

1. **Seasonal Employment:** Certain times of the year necessitate the hiring of temporary, non-benefited positions to assist with increased workloads or to fill recreational program activity positions.
2. **Seasonal Employee:** Temporary, non-benefited employees hired to perform seasonal work. Employment terminates at the end of the season. Employment is strictly “at-will”.
3. **At-Will:** “At-will” employees have the right to terminate employment at any time, with or without notice, and for any or no reason at all. Likewise, the City has the right to terminate employment at any time, with or without notice, and for any or no reason at all.