

CITY OF MANITOWOC
SEASONAL EMPLOYMENT POLICY

Issue Date: 7/19/2010	Revision(s): 7/16/20124/3/2014	Pages: 5
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, ~~under guidance of the Human Resources Director~~, 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 specifically provided for elsewhere. The department shall establish position descriptions for each seasonal position within their department. The position descriptions must be approved by the Human Resources Department, followed by the Personnel Committee. Pay rates for Recreation positions will be established by the Parks and Recreation and Personnel Committees. All other 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 solicit applications during the month of January. Solicitation 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, the Parks and Recreation Department shall post positions on the City's website which their department is seeking to fill. These postings must be reviewed by the Human Resources Department prior to publication on the City's website. Solicitation of applications by "word of mouth" only is not appropriate as a means of advertising to a diverse population.

4. Application Forms: All City of Manitowoc seasonal applications for employment must be completed on forms provided by the City (*See Appendix B*). Resumes will be accepted only as a supplement to the application, not in lieu of an application. ~~Each returning seasonal employee must have an updated application on file fill out an Employee Reactivation Form (*See Appendix I*). Applications must be updated on an annual basis.~~ All completed applications and Employee Reactivation Forms must be submitted to the Human Resources Department.

5. New Applicant Tracking: When a completed application is received by the Human Resources Department, the application will be tracked. A spreadsheet will be used for tracking purposes. The spreadsheet shall include the name of the applicant, position or department of interest, and department(s) to which a copy of the application is forwarded, along with the date it was forwarded.

6. 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. The questions to be asked must be submitted to the Human Resources Department in advance for review and approval. "Fair Hiring & Avoiding Loaded Interview Questions" must be reviewed and adhered to by hiring supervisors (*See Appendix C*). All applicants not chosen from the interview process will be notified by letter (*See Appendix D*).

7. Criminal Background Checks: New employees require a background check. Returning seasonal employees will require a background check if they are working with children under the age of 18. The hiring supervisor ~~is responsible for conducting~~ 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. ~~Criminal Background Checks may be conducted by the Human Resources Department for those departments with limited seasonal positions. Any adverse information obtained through the criminal background check must be reviewed by~~ The Human Resources Department ~~to~~ will determine whether or not any the 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 ~~must~~ will be ~~forwarded to~~ held in the Human Resources Department.

8. 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.

9. Pay Policy: All seasonal employees shall be paid in accordance with *Appendix E*. Any position not listed on *Appendix E* or wage rate which differs from *Appendix E* must be approved by the Personnel Committee.

10. Offer of Employment: The offer of seasonal employment will be made in writing. The written offer will include the position title, position description, pay rate, hours of work, start date, location address, required apparel and any contingencies which may exist (e.g. verification of lifeguard certification). For new hires it will also include a paragraph which states *"Enclosed is a list of documents which establish employment eligibility. On your first day of employment, please bring with you one document from list A or one each from list B and C. An example of acceptable documentation would be a driver's license and social security card."* (See *Appendix F*). The final paragraph of ~~the all letters~~ will include the definition of at-will employment as defined in section IV.3. In addition it will include the statement "This is not a contract for employment." be "Your employment with the City of Manitowoc is strictly "at will". As an at will employee, you have the right to terminate your employment at any time, with or without notice, and for any or no reason at all. Likewise, the City has the right to terminate your employment at any time, with or without notice, and for any or no reason at all. This is not a contract for employment." A copy of the offer letter must be forwarded to Human Resources.

11. 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 ~~includes to assist with~~ completion of all payroll forms. ~~and~~ The supervisor is responsible for all required training for the position as detailed (See *Appendix G*). ~~The Payroll forms must be forwarded to Payroll and t~~The training documentation must be forwarded to Human Resources.

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~~11-12.~~ 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 J).

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~~12-13.~~ Minors: No minors will be employed in seasonal positions except the following at age 17: lifeguard, swim instructor and except at age 16: youth program instructor, youth umpire, clerical or Concessionaire/Attendant. 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.

~~13-14.~~ Nepotism: ~~In accordance with~~ 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, no close relative of any elected official, department head or other supervisory personnel of the City of Manitowoc shall be hired or promoted to any position of employment within the City unless such hiring or promotion shall be first approved by a roll call vote of the Common Council. As used herein, the term "close relative" shall mean any spouse, parent, child, grandchild, brother, sister, niece, nephew, brother in law, sister in law, son in law or daughter in law.

~~14-15.~~ 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.

~~15-16.~~ Termination of Employment: Upon termination of employment for the seasonal employee, the department supervisor shall complete an Employee Termination Report which includes the performance evaluation (See Appendix H).

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.

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