

# CITY OF MANITOWOC

## SEASONAL EMPLOYMENT POLICY

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<b>Special Instructions:</b> All Supervisors shall read and acknowledge receipt.		
<b>Distribution:</b> 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 worked hours if they do not have creditable service with a WRS employer prior to July 1, 2011 (599 worked hours if they have creditable service with a WRS employer prior to July 1, 2011) in any 12-month period unless previously authorized by the Personnel Committee. Payroll shall monitor the hours worked by each seasonal employee, and notify the affected department, 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 bona fide 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. This is normally done beginning in 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. Please refer to the WI Department of Workforce Development guidance which must be adhered to by hiring supervisors. ~~“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. Hiring Process: After a candidate has been selected, the hiring supervisor will complete an HR Action in Kronos. Either the “Re Hire” or “Supervisor Hire Applicant-HR Approves” process must be completed to initiate the hiring of a seasonal employee.

7. Criminal Background Checks & Drug Screen: All employees require a background check and pre-employment drug screen. Pre-employment drug screens must be completed at the clinic of choice by the City at least one week prior to beginning work. All seasonal employees must have a drug screening annually prior to the

first date they work in a calendar year. Checks will be conducted through the Wisconsin Department of Justice, 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.

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 C-B*. The supervisor is responsible for providing wage information to HR and Payroll. An employee must have worked in the same position for at least 60 days to be eligible to move up to the next year in the Hiring Rates. If an employee is hired for a different position, the employee must begin at the 1<sup>st</sup> year rate for that position. Any position not listed on *Appendix C-B* or wage rate which differs from *Appendix C-B* must be approved by the Personnel Committee. Each seasonal employee is responsible for accurate reporting of his/her compensable time during each payroll period. Employees who inaccurately report time worked will be subject to disciplinary measures. If inaccurate or outdated bank information is provided by an employee, the fee that is assessed to the City by the financial institution will be charged to the employee.
  
10. Offer of Employment: The offer of seasonal employment will be made via email. Seasonal employees may not begin working until HR has informed the hiring

supervisor that all pre-employment processes have been successfully completed. Employees who are found to be working without appropriate screenings or paperwork will be sent home until all appropriate processes are followed.

11. Orientation and Training: The hiring supervisor is responsible for communicating with the employee regarding start date, location, training, and for scheduling the orientation of each seasonal employee. ~~The Human Resources Department or Payroll Administrator can be at the orientation to assist with questions.~~ All new seasonal employees must bring acceptable forms of ID (see Appendix C for list) to verify their I-9 application to Human Resources during regular business hours (8:00am-4:30pm), within three working days of beginning work. Any employee who fails to do this will be sent home on the fourth day and may not return until their ID has been verified. Please call to schedule an appointment so someone is in the office and able to assist you. The supervisor is responsible for all required training for the position. The training documentation must be forwarded to Human Resources.
12. FICA Alternative Retirement Program: The City of Manitowoc utilizes a FICA Alternative Retirement Program (Pelion) for all seasonal and temporary employees. This is not a voluntary program. All temporary and seasonal employees must submit the enrollment form online through Kronos. ~~You-They~~ must indicate ~~their~~your beneficiary designation on the enrollment form.
13. Minors: When a minor under the age of 16 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.

14. 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. Please provide names of any seasonal you will be hiring that are related to an elected official, department head, or other supervisory personnel to Human Resources.
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.
16. Termination of Employment: Upon termination of employment for the seasonal employee, the department supervisor shall initiate a HR Action-Termination of employee in Kronos within 2 days of their last day worked. This can be completed before their last day worked in Kronos. (See Appendix ED).

#### 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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## Appendices

- Appendix A-Fair Labor Standard Act Qualified Seasonal Recreation Positions
- Appendix B-City of Manitowoc Seasonal Employee Hiring Rates
- Appendix C-List of Acceptable Documents
- Appendix D-How to Initiate a Termination of an Employee in Kronos