

DIVISION OF PARKS AND RECREATION May 23, 1991

STAFF DIRECTIVE 91-8

TO: Section Chiefs
 District Superintendents
 Park Superintendents

FROM: Philip K. McKnelly, Director

SUBJECT: Internal Employment Policy/Procedures for Temporary Labor and
 Seasonal Positions

This directive replaces Staff Directive 88-23 and is effectively immediately.

The Division of Parks and Recreation is duly authorized to recruit and hire temporary labor and seasonal employees. Therefore, it is the responsibility of each supervisor to adhere to the following guidelines in insuring compliance with EHNR Division of Personnel policies and continuation of Division hiring authorization.

TYPE OF POSITIONS

- L Labor positions are positions that are created for a specific period of time to perform a specific function which is not expected to recur on any cyclical basis. These positions are abolished at the end of the established time period unless an extension (T-1) has been requested and approved.
- R Recurring positions are positions that are established for a specific period of time and filled on a recurring cycle over a number of years. Employees who are returning to the same position at the same salary on the next cycle may be reinstated without further approval by notifying Division Personnel office that they are returning to work.
- P Peakload/Emergency positions are positions created to relieve unusual work demands that cannot be planned for. Peakload/Emergency positions are limited to 32 hours worked per two week pay period.

ESTABLISHING POSITIONS

The EHNR Division of Personnel will retain the responsibility for classification and pay level. The procedure for establishing, classifying and extending positions will remain unchanged.

The Division of Parks and Recreation will submit a T-1 form to establish each new temporary labor/seasonal position. The T-1 will be sent to Fiscal Management for verification of funds and then forwarded to EHNR Personnel.

EHNR Personnel will evaluate, classify and assign a title, salary grade, and position number *which* will establish a permanent record. This will normally be within one week from the date received in EHNR Personnel. If EHNR Personnel increases the rate above that proposed, availability of funds will be verified. The T-1 will be rerouted through Fiscal Management for reverification of funds.

EHNR Personnel will then send approved copies of the T-1 forms to Fiscal Management and the Division of Parks and Recreation.

Requests for extensions of positions will be submitted to Fiscal Management on a T-1 form approximately 30 days prior to the original termination date for the position. Fiscal Management will verify the availability for temporary salary funds and forward the T-1 to Personnel.

Seasonal and peakload positions have already been established but any new positions will be established as outlined above.

RECRUITMENT AND SFT.FCTION

The Park Superintendent will advertise all positions with the Employment Security Commission for an application period of not less than seven work days. After a position is listed with ESC, the local with which the listing is made shall be notified by the Park Superintendent within 15 days after the position is filled. Colleges, universities and other available sources will also be notified of position vacancies. Though not required, temporary positions may be listed on the EHNR vacancy list.

The Division of Parks and Recreation will then screen and interview a minimum of three applicants per position and using an internal recommendation processing form, make recommendation to the Park Superintendent for approval to hire. In the case where the Park Superintendent does the interviewing, he is authorized to hire but will be monitored by the Division. It is of utmost importance to keep accurate records of applicants who apply and for what position in order to adequately defend the hiring process in the event of a grievance or EEOC charge. The Park Superintendent is responsible for this hiring process. A copy of the recommendation form and original applications shall be retained for two years by the Park Superintendent.

The original recommendation form along with copy of each application will be submitted to Division of Parks and Recreation Personnel to monitor affirmative action efforts, make report to EHNR Personnel and file.

The Division of Parks and Recreation will be responsible for developing affirmative action goals and recruitment of minorities in order to meet those goals. If all recruitment efforts fail to get minority applicants, a detailed explanation must be submitted to substantiate all efforts made. To meet departmental needs, a monthly alphabetical listing of temporary employees currently on the payroll and a quarterly EEO report must be submitted to Division of Parks and Recreation Personnel. Quarterly report dates end on March 31, June 30, September 30, and December 31. Reports from all parks will be combined to make a Division report to EHNR Personnel.

The Division of Parks and Recreation is delegated the authority to hire and terminate temporary employment; however, termination for cause (dismissal) is to be discussed with Division Personnel for procedures. An oral warning or suspension may be necessary procedure prior to termination. The immediate

supervisor will be responsible for Step 1 grievances. At Step 2, the Division Director's decision will be final.

PAYROLL

The Division of Parks and Recreation will submit a new W-4 and 1-9 form with the first payroll that the employee appears on.

The position number assigned by the Division of Personnel will be placed on the payroll in the space to the right of the block for the social security number. Any employee, new or old, that does not have an assigned position number listed will not be paid until the appropriate number has been determined.

LENGTH OF SERVICE

No temporary employee may be on payroll for more than 12 consecutive months without a break in service. Following each break in service, he/she may return for another twelve months of service provided the position has sufficient fund and has been so identified.

A break in service is defined as thirty-one consecutive calendar days off payroll or the numerical equivalent (see note).

NOTE: The numerical equivalent to a 31 calendar day break in service is defined as an employee working less than 1,896 hours in a 12 month period. The 1,896 hours is calculated as 2080 hours (52 weeks x 40 hours) minus 184 hours (23 workdays x 8 hours; 23 being the maximum number of 8 hour workdays in 31 calendar days). The will permit positions that cannot be justified as permanent to be used for longer periods of time without forcing financial hardship on employees via a one month unbroken break in service.

SALARY ADMINISTRATION

Temporary employees will normally be paid at the hiring rate for the salary grade assigned to the position. Any deviation from this policy must be justified on the recommendation form and approved by EHNR Personnel.

Temporary employees will not receive performance salary increases during their period of employment. They may be considered for promotional increase during their period of employment if they move to another position of a higher salary grade.

In years when legislative increases are granted to permanent employees, temporary employees' salaries will be increased to the new salary schedule effective October 1, providing funds are available.

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MONITORING

The EHNR Division of Personnel will monitor affirmative action and temporary hiring of the Division of Parks and Recreation to maintain effectiveness and viability in the temporary employment system as well as provide technical assistance and guidance in implementing and maintaining the system.

EXIT INTERVIEW

An Exit Interview Questionnaire will be provided to temporary employees prior to their departure date. The employee should complete and return form to Division of Parks and Recreation Personnel to help the Division evaluate our temporary and/or seasonal program.

Clarification or questions concerning this staff directive should be directed to the Personnel Manager.