

DMSION OF PARKS AND RECREATION

July 29, 1997

STAFF DIRECTIVE 97-13

TO: Section Chiefs
 District Superintendents
 Park Superintendents

FROM: Philip K. McKnelly

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

This directive replaces Staff Directive 91-8 and is effective immediately. Clarification or questions concerning this Staff Directive should be directed to the Personnel Officer.

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 to ensure compliance with DENR Division of Personnel/Human Resources policies and the 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 (form 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 the Division Personnel Officer 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 16 hours worked per week.

ESTABLISHING POSITIONS

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

The Division will submit a T-1 form to establish each new temporary labor/seasonal position. The T -1 form will be submitted to the Division Budget Officer for verification of funds and then forwarded to DENR Division of Personnel/Human Resources.

DENR Personnel/Human Resources will evaluate, classify, and assign a title, salary grade, and position number which will establish a permanent record. This will normally be completed within one week from the date the the T -1 form is received in DENR Personnel/Human Resources. If DENR Personnel/Human Resources increases the rate of pay above that proposed, availability of funds will be verified. The T -1 form will be rerouted through the Division Budget Officer for reverification of funds.

DENR Personnel/Human Resources will then send approved copies of the T-1 form to the Division Personnel Officer.

Requests for the extension of a position will be submitted to the Division Budget Officer on a T-1 form approximately 30 days prior to the original termination date for the position. The Division Budget Officer will verify the availability for temporary salary funds and forward the T -1 form to Division Personnel Officer.

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

RECRUITMENT AND SELECTION

The Park Superintendent will advertise all positions with the Employment Security Commission (ESC) for an application period of not less than seven work days. After a position is listed with ESC, the Park Superintendent shall notify the local office with which the listing is made 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 DENR vacancy list.

The Park Superintendent or supervisor will then screen and interview a minimum of three

applicants per position and, using an internal recommendation processing form, make a recommendation to the Park Superintendent for approval to hire. In the case where the Park Superintendent does the interviewing, he/she 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 Equal Employment Opportunity Commission (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 a copy of the recommended applicant's application, will be submitted to the Division Personnel Officer to monitor equal employment opportunity efforts, compile reports, and file.

The Division will be responsible for providing equal employment opportunities for all persons regardless of race, color, national origin, creed, religion, sex, age, disability or political affiliation, except where religion, sex, or age are bona fide job-related employment requirements. To meet Departmental needs, a monthly alphabetical listing of temporary employees currently on the payroll and a quarterly EEO report must be submitted to the Division Personnel Officer. 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.

The Division is delegated the authority to hire and terminate temporary employment; however, termination for cause (dismissal) is to be discussed with Division Personnel Officer for procedures. A warning or suspension may be necessary prior to termination.

PAYROLL

The Division will submit a new W-4 and 1-9 form, along with a copy of the employee's driver's license and social security card, with the first payroll that the employee appears on. Each park shall submit their payroll with employees listed in alphabetical order on form B&MF P-1.

The position number assigned by DENR Personnel/Human Resources will be placed on the payroll in the space to the left 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 the payroll for more than 12 consecutive months without a break in service. Following each break in service, they may return for another twelve months of service, provided that the position has sufficient funds and has been so identified.

A break in service is defined as thirty-one (31) consecutive calendar days off the 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 of 8 hour workdays in 31 calendar days). This 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 DENR Personnel/Human Resources.

Temporary employees will not receive performance salary increases during their period of employment. They may be considered for a 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.

MONITORING

The DENR Division of Personnel/Human Resources will monitor equal employment opportunity action and the temporary hiring for the Division to maintain effectiveness and viability in the temporary employment system, as well as to provide technical assistance and guidance in implementing and maintaining the system.

Staff Directive 97-13

Page 5

July 29, 1997

EXIT INTERVIEW

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

PKM/IBW

Attachment

REQUEST FOR TEMPORARY POSITION

PROPOSED CLASSIFICATION DATE--
 SALARY GRADE HOURLY RATE SALARY SCALE USED
 TYPE OF POSITION REQUESTED (ATTACH JUSTIFICATION)
 _LABOR _RECURRING _PART-TIME EXTENDED DURATION _PEAKLOAD/EMERGENCY
 NUMBER OF POSITIONS REQUESTED NUMBER OF HOURS PER WEEK
 POSITION DURATION BEGINNING ENDING
 ATTACH POSITION DESCRIPTION INCLUDING PREFERRED EDUCATION & EXPERIENCE REQUIREMENTS.
 DIVISION SECTION LOCATION
 IMMEDIATE SUPERVISOR TELEPHONE //

REQUEST FOR EXTENSION/REVISION OF A TEMPORARY POSITION

POSITION NUMBER_ DATE
 CLASSIFICATION TITLE
 SALARY GRADE HOURLY RATE SALARY SCALE USED
 DIVISION SECTION
 IMMEDIATE SUPERVISOR LOCATION
 DATE POSITION ORIGINALLY ESTABLISHED_
 NUMBER OF EXTENSIONS PREVIOUSLY REQUESTED
 LENGTH OF EXTENSION REQUESTED BEGINNING ENDING
 POSITION ACTION REQUESTED (REALLOCATION, LOCATION CHANGE, ETC. ATTACH JUSTIFICATION)
 WILL PRESENT EMPLOYEE OCCUPY POSITION DURING EXTENDED PERIOD? NAME OF
 EMPLOYEE
 EMPLOYEE'S CURRENT SERVICE BEGINNING ENDING

SIGNATURE OF DIVISION HEAD OR PROGIWf DIRECTOR

FUNDING SOURCE APPROVAL BY

BUDGET

APPROVED CLASSIFICATION HOURLY RATE SALARY SCALE USED

SALARY GRADE

POSITION NUMBER(S) AND ENDING,

APPROVED BEGINNING DATE

APPROVED BY

DIVISION OF PARKS AND RECREATION

TEMPORARY LABOR/SEASONAL EMPLOYMENT RECOMMENDATION

Position Classification

Location

Position #

Supervisor:

Employee Replaced

Last Day Worked

Effective Date:

Salary Grade:

Hourly Rate:

Date Position listed with ESC/Vacancy list:

Location:

Supervisor's Ranking of Applicants: (Attach copy of each application)

Name

Race/Sex

Reason for or for not recommending

Supervisor's Signature

Approved by Park Superintendent

Park:

Month:

ALPHABETICAL ROSTER OF TEMPORARY EMPLOYEES

NAME	SOCIAL SECURITY <i>II</i>	POSITION NUMBER	CLASSIFICATION TITLE	HOURLY RATE	LOCATION	BEGIN DATE	END DATE
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DIVISIO~ OF PARKS AND RECREATION
PARK

Quarterly EEO Report - Temporary Employees

DATES:

(Beginning)

. (Ending)

WF	BM	BF	OM	OF	TOTAL	HND CP	OLDER WRKER	VET
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Individuals Employed:
(This Quarter)

Individuals Separated:
(THIS Quarter)

Total Current Temporary
Workforce:

SEASONAL
EXIT INTERVIEW QUESTIONNAIRE
NC DIVISION OF PARKS AND RECREATION

P.O. BOX 27687, RALEIGH, NC 27611-7687

This exit interview helps the Division to evaluate our seasonal employee program. Your objective feedback to the following questions is important. It enables the Division to recognize our strengths and the needs and problems of our employees. Thank you.

Name of Park or Recreation Area:

Name of Position you worked in:
(Example: Lifeguard, Park Attendant, etc.)

1. Did your seasonal work experience meet your expectations? Why or why not?

2. What attracted you to the position initially?

3. Would you consider re-employment by the Division if given the opportunity?
Yes_ No_ Why or why not?

4. Was your salary commensurate with your duties? Yes No_
Comments:

5. Were your living accommodations satisfactory, if available? Yes No

Comments: