

DIVISION OF PARKS AND RECREATION

January 13, 1986

STAFF DIRECTIVE 86-1

TO: Section Chiefs
 District Superintendents
 Park Superintendents

FROM: William W. Davis, Director

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

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 NRCD Division of Personnel policies and continuation of Division hiring authorization.

ESTABLISHING POSITIONS

The NRCD 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 Budget and Management for verification of funds and then forwarded to NRCD Personnel.

NRCD 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 NRCD Personnel. If NRCD Personnel increases the rate above that proposed, availability of funds will be verified. The T-1 will be rerouted through Budget and Management for reverification of funds.

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

Requests for extensions of positions will be submitted to Budget and Management on a T-2 form approximately 30 days prior to the original termination date for the position. Budget and management will verify the availability for temporary salary funds and forward the T-2 to Personnel.

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

RECRUITMENT AND SELECTION

The Park Superintendent will advertise all positions with the Employment Security Commission for an application period of not less than seven workdays. After a position is listed with ESC, the local office 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 NRCD vacancy list.

The DP&R 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 (sample attached). 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 DP&R Personnel to monitor affirmative action efforts, make reports to NRCD Personnel and file.

The DP&R 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. Affirmative action reports on applicants and new hires will be due on a monthly basis to DP&R Personnel. Reports from all parks will be combined to make a Division report to NRCD Personnel.

The DP&R is delegated the authority to hire and terminate temporary employment; however, termination for cause (dismissal) is to be discussed with DP&R for procedures. An oral warning or suspension may be necessary procedure prior to termination. The DP&R Director will be responsible for Step 1 grievances. NRCD Division of Personnel is responsible for any grievance beyond Step 1.

PAYROLL

The DP&R will submit a new W-4 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 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 funding 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 2,080 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). 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 NRCD Personnel.

At such time as the freeze on raises is lifted, recurring temporary employees who have accumulated an aggregate of twelve months of service may be considered for a performance increase at the beginning of their next period of employment. Increases will be based upon performance of duties and must be approved by the Personnel Director. Request for performance increases must be submitted on T-3 forms.

If the increase is approved, the Division will receive authorization on the T-3 form. The T-3 form should be attached to the appropriate payroll.

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.

MONITORING

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