

**CITY OF GRAND PRAIRIE
HUMAN RESOURCES POLICIES AND PROCEDURES**

Section A: **EMPLOYMENT**
Policy 03: **Seasonal and Temporary Employees**
Revised and Approved: **1/23/20**

1.0 Purpose:

- 1.1 The purpose of this policy is to establish standard policies and procedures for hiring seasonal and temporary employees.

2.0 Scope:

- 2.1 All City Departments are affected.

3.0 Definitions

3.1 Seasonal Employee:

- a. An employee who is hired at an hourly rate, is placed on the City's payroll for a specific season (not year-round) for which staffing is needed (ie. Summer intern from May to August; etc.).
- b. Non-exempt positions, within this classification, are generally eligible for overtime for hours in excess of forty (40) in a work week.
 - 1) An exemption to the overtime policy are certain seasonal employees within the Parks and Recreation Department who are not eligible for overtime in accordance with federal law, such as seasonal employees working in outdoor pools which are only open during a specified season.
 - 2) Seasonal positions are recurring positions that are of limited duration, ordinarily specified in advance. The duration of the position shall be determined by the "seasonal period" applicable to the position.

3.2 Temporary Agency Employee:

- a. an individual who is retained from a temporary employment agency to provide service to the City of Grand Prairie, and is paid through an invoice (not on payroll). The temporary worker is employed by that temporary agency, not by the City.
- b. Temporary employees may work part-time or full-time (40 hrs. per week).
- c. Temporary employees are typically hired to complete special projects, assist with work backlogs or fill in for current employees on leave.
- d. Temporary employees may eventually be hired by the City, but may require a penalty fee to hire them from the agency.

4.0 Policy:

- 4.1 Departments may hire varying number of seasonal employees based upon their available annual budget.
- 4.2 Seasonal positions typically should not exceed a period of six (6) months and/or 1000 hours.
- 4.3 A Seasonal position may be approved up to a period of twelve months if deemed operationally necessary and approved by the Budget and Human Resources Departments.
- 4.4 When a seasonal employee has worked for 12 consecutive months, the employee's appointment must be terminated. The employee cannot be hired into another temporary appointment with the City of Grand Prairie for at least 31 calendar days.

(Because the City as a whole is considered one employer, a 31-day break in service must be from the City, not just from one department.)

5.0 Procedures:

5.1 The Department Manager must complete one Position Requisition Form for each seasonal and temporary classification requested through the Human Resources applicant tracking system.

- a. The Position Requisition Form shall specify:
 - 1) the number of positions needed,
 - 2) the specific purpose of the temporary position;
 - 3) the preferred hourly specific starting and termination dates,
 - 4) the funding sources and a brief description of the requirements.

5.2 The Human Resources Department shall notify the requesting department whether or not the requisition for temporary help has been approved or denied. If the requisition is approved, Human Resources will assist the department in filling the temporary position as outlined below:

Seasonal:

- a. The Human Resources Department will assist the hiring department in recruiting a seasonal employee by posting a brief listing of the job duties and qualifications for the position along with the normal job postings online.
- b. All seasonal employees are required to complete a City of Grand Prairie online application and pass a pre-employment drug screen and criminal background check which shall be coordinated by the Human Resources Department.

Temporary Agency:

- a. Contact Human Resources Department to assist in obtaining temporaries and/or contact the current contracted temporary employment agency to make arrangements to fill departmental requests. In some cases, the hiring department may also contact temporary employment agencies directly if approved through Human Resources.
- b. Invoices from the temporary employment agency will be sent to either Human Resources directly or to the department contact, depending upon the arrangements made.
- c. Any complaints concerning temporary employment agencies should be referred to Human Resources.