

Administrative Policy 17

Part-Time Employees

Several important City service functions are performed by employees who work on a part-time basis. Part-time employees are exempt from the Career Service System by Sec. 30-33 of the Code of Ordinances and Rule 2.3e of the Career Service System Manual. Part-time employees are also considered “at-will” employees. They have the right to end their employment relationship with the City, with or without cause; the City has the same right.

Part-Time Employees may use the chain-of-command to resolve grievances, problems, concerns, or to put forth suggestions. If the employee in **any** position or classification in the municipal service has a problem, complaint, suggestion, or grievance, he or she should first schedule a mutually agreeable time to discuss the matter with his or her immediate supervisor. In the event that the employee feels that his or her complaint, problem, or suggestion has not been answered satisfactorily, he or she has the right to discuss it with successively higher levels of supervision, up to the City Manager if necessary. It is City policy that such informal complaints, grievances, suggestions, or problems needing resolution move along the chain as quickly as possible.

Pay rates for part-time employees are established by the City Manager and approved by the City Commission in the annual City Budget. These positions are normally scheduled for thirty-two or fewer hours in a work week. While part-time employees are not eligible for most City benefits, they may elect to participate in the 401-A Money Purchase Retirement Income Plan and the 457 Deferred Compensation Plan.

In addition, the City Manager has approved the following benefits for part-timers

1. Daily Part-Time Employees (those budgeted and regularly scheduled for a four or five day workweek) will receive holiday pay for un-worked city holidays that are observed on days that they otherwise would have worked..

Shift Work Part-Time Employees (those scheduled less than a full workweek and/or working continuous multi shift operations) will be paid at a rate of time-and-one-half for shifts worked on a City holiday.

2. Part-Time employees in a position that also has a rate established in the city budget for full-time employees, will be paid the rate established for full-time employees in the same position.
3. Part-Time employees will be included in the City’s service bonus. (to calculate this bonus, their “monthly salary” will be considered hourly rate of pay x weekly hours normally scheduled x 52, divided by 12)

An employee will be credited with any current unbroken part-time service in the *municipal service* upon appointment to a full-time position in the *classified service* for the purpose of calculating continuous service for the following: service award eligibility(Rule 5.6A), service bonus eligibility(Rule 5.6B), and vacation accrual rate (Rule 4.3A). That is, a part-time employee who is appointed to a full-time position in the classified service would retain his or her current part-time hire date for the purpose of calculating continuous service for the above-listed benefits. This is *service credit* only, there is no retroactive *benefit* credited. Service Bonus eligibility and new vacation accrual rates would start in October, 1998.

4. Part-Time employees will be included in the City's Service Award program.
5. Pro- rated Leave Benefits for Daily Part-Time Employees (ie. Those regularly scheduled 4 or 5 days a week/ 52 weeks a year and whose status is not temporary).
 - A. Daily Part-Time employees will accrue sick and vacation time at a rate that is one-half the rate accrued by regular full time employees.
 - B. Daily Part-Time employees are also eligible for other leaves with pay that are set forth in Rule 4.6 on a pro-rata basis (the number of regularly scheduled hours each day). These are Jury Duty, Training, Military, and Funeral Leaves.

Policy Revised

September 8, 2006

Ralph Stone, City Manager

Policy History: *The City Manager approved the above benefits for part-timers commencing October 1, 1998, with modifications October, 2000, November 2003, and August, 2006*