Limited Part-Time or Seasonal Hiring Policy

(600-1199 hours annually)

1.0 Purpose

This policy outlines the limited Part-Time and seasonal hiring process.

2.0 Policy Details

1. Human Resources & Risk Management receives the Request for Personnel Form from the Department Head.
2. Human Resources & Risk Management works with the Department Head to determine recruiting methods includingposting on the City's Website. Recruiting may include other recruiting websites, association websites, newspapers etc.
3. All interested parties must complete and submit an application form to Human Resources & Risk Management bythe application deadline to be considered.
4. Applications will be screened by Human Resources & Risk Management to determine if the candidate meets theminimum requirements. Testing may be used.
5. Review of application form with emphasis on:

    a) Past work experience
    b) Past experience directly relating to the job
    c) Education
    d) Attained job related skills
    e) Certifications or licenses

6. Depending on the responsibility of the position, and if time allows, reference checks may becompleted.
7. Department Head and Human Resources & Risk Management will interview the top final candidates. The Interviewpanel is optional.
8. Provide the candidate with following information pertaining to job:

    a) Duration of employment
    b) Wages
    c) Duties and Responsibilities

9. Human Resources & Risk Management will offer the position(s) to individual(s) selected.
10. Human Resources & Risk Management will send notice to individuals not selected.
11. Orientation and Training - Completed by Human Resources & Risk Management and the department for which they will be working.

3.0 Procedures

4.0 Exhibits / Appendices / Forms

5.0 Council Approved

August 24, 2021