

Section 1: PURPOSE

To define the procedure used to hire part-time employees and to ensure compliance with State and Federal laws relating to hiring practices.

Section 2: PROCEDURE

- A. Seasonal Part-Time employees (less than 1,000 hours per year) and Volunteers:
1. Utilize standard Parks and Recreation Department part-time hiring procedure.
 - a. Written job specifications shall be developed and approved for each part-time position
 - b. Recruitment by department to include newspaper advertising.
 - c. Department will accept applications.
 - d. Department supervisory staff will screen the applications and determine the candidates to be interviewed.
 - e. Department supervisory staff will participate in and supervise a standardized interview process.
 - f. Selection will be made by Department supervisory staff subject to approval of the Department Head and City Manager.
 - g. Department office staff shall process necessary paperwork and forward the completed package to the Personnel Division.
 2. Maintenance and physically demanding positions require that a medical examination be performed prior to start of work and passing the examination is a condition of employment.
 3. If driving a city vehicle is required by position, a DMV printout must be provided prior to start of work.

B. Permanent Part-Time employees (more than 1,000 hours per year):

1. Utilize the normal full-time position hiring procedure through the Personnel Division.
 - a. Formal recruitment, testing, screening, interviewing and establishment of a certified eligibility list.
 - b. Top three candidates certified to the department head for final selection interviews.
 - c. Department selection – Administrative Services Department prepares the paperwork and completes all condition of employment.
2. Maintenance and/or physically demanding positions require that a medical examination be performed prior to start of work and passing the examination is a condition of employment.
3. If driving a city vehicle is required for the position, a DMV printout must be provided before start of work.
4. Permanent Part-Time employees shall be enrolled in CalPERS or approved alternate retirement plan, unless other arrangements are negotiated with part-time employees for compliance with Sections 20502 and 20306 of the California Government Code. It is understood that the City will pay the employer contribution for the retirement plan and this cost is a reasonable obligation for the benefits derived from retaining trained and skilled employees.