
Administrative Policy # 38

Seasonal/Intermittent Employment Policy

Purpose: The Purpose of this policy is to provide a clear procedure for hiring seasonal and intermittent employees for the Town of Seekonk. Such employment has not been regulated by any policy or contractual agreement in the Town. This policy will define the proper hiring authority and any other regulatory requirements associated with this type of employment.

Policy: Notwithstanding any provisions of a Bylaw, Collective Bargaining Agreement or other Town policy or procedure to the contrary, it is the Policy of the Town of Seekonk that any Town Department may, subject to the appropriation of available funds, hire seasonal or intermittent employees for the purpose of supplementing their workforce for a period of time not to exceed 120 working days in a calendar year. Such working days may be contiguous or divided into separate work periods as defined by the hiring Department. Seasonal or intermittent employees are not considered temporary or part-time employees as defined by the Town's Personnel Policy. The Hiring Authority for seasonal or intermittent employees shall be the employing Department Head, subject to the approval of the Town Administrator. The salary rate shall be established through consultation between the hiring Department Head and the Town Administrator. Such rate shall be reasonably established to be competitive with the targeted workforce but at a rate so as to maximize the appropriation allowed for this employment. Recruitment for seasonal or intermittent employees shall be through local newspapers, electronic bulletin boards or other mediums designed to target the local workforce. An individual hired for seasonal or intermittent employment is an employee at will and is not entitled to receive any employee benefits. An individual hired for this type of employment will receive one appointment for a calendar year but may be reappointed for a

subsequent year subject to the determination of the employing Department Head.

Procedure: Departments interested in hiring seasonal or intermittent employees must prepare an approval from which will include the following:

Name of Department Making the Request

Number of Employees Requested

Funding Source for the Positions

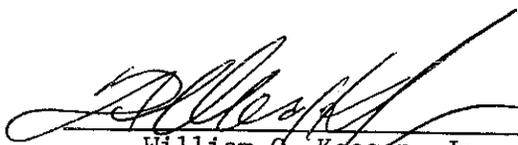
A Brief Description of the Duties

Proposed Wage for the Position(s)

The Estimated Time Frame of Employment

Recruitment Process, Including any Special Requirements for Hiring

Once this information is complete, it should be signed and sent to the Town Administrator's Office for Approval. The Town Administrator may confer with the Department Head prior to taking any action on the request.



William G. Keegan, Jr.
Town Administrator

March 8, 2000
(date)

Approved by the
B.O.S.
3/8/2000

SEASONAL/INTERMITTENT EMPLOYMENT

Employing Department: _____

Date: _____

Requested Date of Hire: _____ TO _____

Number of Employees: _____

Position Title: _____

Seasonal/Intermittent

Working Hours: _____

Recruitment Process: Yes

Rate of Pay: _____

Notification/Special Requirements:

Approved Job Spec Yes No

Description of Duties: _____

Existing Position

Source of Available Funds: _____

New Position

Candidates name: _____

Approval of Available Funds: Yes No

Begin on Payroll for w/e: _____

Appointment Date: _____

HIRING AUTHORITY (DEPARTMENT HEAD)

DATE _____

TOWN ADMINISTRATOR

DATE _____