

**CITY OF TRAVERSE CITY  
OFFICE OF THE CITY MANAGER  
PERSONNEL POLICY NO. 220P**

TITLE: TEMPORARY AND SEASONAL EMPLOYMENT  
DEPTS. AFFECTED: ALL  
EFFECTIVE DATE: JULY 2011

**PURPOSE:** The purpose of this policy is to provide guidelines for the hiring of temporary and seasonal employees used to meet seasonal fluctuations in City operations and services.

**PROCEDURE:**

Each year the department head or his/her designee will establish temporary and seasonal employment levels needed for their operations. The term of employment shall not exceed six (6) months or as specified in the applicable Collective Bargaining Agreement. The term may be extended for Federally funded programs. Staffing levels must be consistent with applicable budgets.

**Wages**

Wages shall be set based on comparables of similar jobs within other cities. The Human Resources department shall conduct periodic market surveys to determine the appropriate pay ranges for the various positions.

Wages will be determined by the department head or designee within the approved range based on tenure with the City, job performance, level of responsibility and demonstrated skills.

**Job Descriptions**

The department head or his/her designee will update job descriptions as appropriate to include the following:

- General summary of the work to be performed.
- Essential job functions.
- Required knowledge, skills, abilities and minimum qualifications needed to perform the job.
- Summary of the physical demands and work environment.

The Human Resources department will put in the format consistent with all other job descriptions and review for compliance with federal and state laws.

**Interviewing and Hiring**

Interviews will be conducted by the department head or his/her designee at which time the applicant will be provided a job description along with what the duration of employment and work schedule will be. Interviews and hiring will be conducted according to City Policies and

Procedures and applicable State and Federal Laws. Once a selection has been made, the department head or designee will notify the applicant and if the offer is accepted, will require a Pre-Employment Background Investigation Consent Form be completed prior to the start date. The Investigation Consent form will be forwarded to the Human Resources department for processing.


During the orientation process, all new hires will be provided and required to review and complete the following paperwork prior to starting:

- Employment Notice
- Signed Job Description
- Form I-9
- Michigan W-4 Form
- Federal W-4 Form
- EEO Information Form
- HIPAA Privacy Notice and Acknowledgement Form
- Computer, Email and Internet Policy
- Conflict of Interest Policy
- Sexual Harassment Policy
- Workplace Violence and Prevention Policy
- Employee Conduct Complaint Policy
- Drug and Alcohol Free Workplace Policy
- Use of City Property by Employees Policy
- Notice of Law Violation Policy
- Signed Verification for Receipt of Policies Form

The department head or designee shall forward to the Human Resources Department all completed forms, the signed employment application as well as any other documentation provided by the applicant.

### **Termination of Employment**

Upon expiration of the employment term, department head or designee shall complete a Notice of Termination of Employment Form and forward to the Human Resources department for processing.

  
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R. Ben Bifoss, City Manager

History: Supersedes Executive Order #237 dated January 15, 1987  
Cross-Ref: