



POLICIES AND PROCEDURES MANUAL

SUBJECT Filling Non-Permanent Positions	DEPARTMENT Personnel		DEPARTMENT IDENTIFICATION 1400	
	SECTION 1408	PAGES 1-5	EFFECTIVE DATE 1/1/82	REVISION DATE 1/1/98

1.0 PURPOSE:

To describe the standard policies and procedures that are followed in filling non-permanent positions of limited tenure and part-time positions requiring a shorter than normal work schedule.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, and commissions who hire non-permanent employees in the unclassified service.

3.0 POLICY:

It is the Personnel policy to follow uniform procedures in filling non-permanent positions.

4.0 REFERENCES:

Section 2.76(4), City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 DEFINITIONS OF JOB CATEGORIES

5.1.1 Temporary Employee: A temporary employee is hired for a limited period of time, usually less than one year, to meet peak, increased, or special demands which may be occasioned by seasonal, sporadic, or special project requirements. Such employee is compensated on an hourly basis and is not eligible for employee benefits. Employment may be either full-time or part-time and does not confer the privileges of permanent tenure, promotion, transfer, or reinstatement. Employment may be terminated without notice when the purpose for which the employee was hired has been accomplished.

5.1.2 Part-Time Employee: An employee who is voluntarily hired to work regular work hours which are distinctly shorter than the normal schedule of forty (40) hours per week. Such employment is stable and continuing and can constitute career employment. It may be either (1) part-day employment, or (2) full-day, part-week or part-month employment. This employee is compensated on an hourly basis and holds a non-competitive appointment of indefinite duration. Employment status in this category

does not confer the privilege of promotion, transfer, or reinstatement. An employee in this status category who works a minimum of half-time is entitled to the same employee benefits as a permanent employee, except that there is a pro-ration of sick leave and vacation benefits based on actual hours worked; and, holidays are compensated only if they occur on a scheduled work day and only for the scheduled hours.

5.1.3 Provisional Employee: An employee who is hired to fill a regularly constituted vacant position on an interim basis pending the establishment of an eligible register, when the position cannot be temporarily filled by existing personnel. A provisional employee is rare and when an appointment is made in this status category, it generally does not exceed a period of ninety days. The appointment is made on an emergency basis in those instances where a department is unable to wait for an appointment to be made through normal channels. A provisional employee is compensated on a bi-weekly basis and is entitled to all the employee benefits provided by law.

5.1.4 Special Employee: An employee who is hired for a specified duration under special agreement with some outside agency, usually governments such as County, State, or Federal. Generally, the compensation is totally or partially subsidized by the sponsoring agency. Such employment does not confer the privilege of promotion, transfer, or reinstatement. Examples of employees in this status category are Junior Public Service employees and Interns. Pay and benefits entitlement is so varied depending on the nature of the agreement with the outside agency that the Personnel Division should be contacted for specific information when such employee is hired.

5.2 REPRESENTATIVE JOB CLASSIFICATIONS

Following are examples of typical job classifications in which non-permanent employees may be found:

Temporary Employees

Laborers
Clerical Workers
Library Pages
Crossing Guards
Specialists (persons who possess special knowledge, skills, or abilities)

Part-Time Employees

Custodians
Librarians
Library Aides and Assistants
Clerical Workers
Specialists (mainly in the Health Department)

Provisional Employees

Supervisors
Administrative Assistants
Building Trades Craft Workers

Special Employees

Laborers
Clerical Workers
Interns

5.3 GENERAL GUIDELINES

The Personnel Division is responsible for the fair and impartial administration of hiring practices to assure adherence to applicable laws, rules, regulations, and commitments made by the City.

With the notable exception of Crossing Guards, all non-permanent employees will be requisitioned through the Personnel Division for the following reasons:

- 1.) It is sometimes possible to temporarily transfer someone from another department without the necessity of hiring a new person.

- 2.) The Personnel Division may wish to recall an employee on layoff, particularly if such an individual is drawing unemployment compensation which is an expense to the City.
- 3.) In cases where a wage rate has not been assigned to a job classification by ordinance, the Personnel Division is required to set a rate commensurate with the duties and responsibilities of the job and the wage policies of the Common Council. To do otherwise, can create internal wage inequities which lead to employee dissatisfactions.
- 4.) The Personnel Division maintains eligible registers (bona fide civil service eligible lists) of qualified persons willing to accept non-permanent employment who have already been interviewed and tested, as well as, files of job interest cards submitted by job applicants who are also willing to accept such employment.
- 5.) The Personnel Division maintains a liaison with various educational and training institutions, which may be useful in recruiting specialists.
- 6.) If it is necessary to recruit new people from outside to fill a position, the Personnel Division has a contract with some of the daily newspapers which provides for the purchase of advertising copy at a reduced rate.

5.4 REQUISITIONING PROCEDURE

Non-permanent employees in the job categories of Temporary, Part-Time, Provisional, and Special, may be requisitioned from the Personnel Division by submitting a request containing the following information:

- 1.) A brief description of the job duties including any special training and experience, as well as, any certification or licensing requirements which may be required.
- 2.) Whether the position is Temporary (full-time or part-time), Part-Time, Provisional, or Special.
- 3.) Number of persons required.
- 4.) Funding provisions - is position(s) budgeted or to be funded totally or partially from other sources?
- 5.) Expected duration of employment.
- 6.) Specify hours to be worked each day, and the days to be worked each week.
- 7.) Required starting date.

5.5 GENERAL PLACEMENT PROCEDURE

The following procedure will normally be followed by the Personnel Division in furnishing candidates for consideration by the appointing authority:

5.5.1 Rate of Pay: An hourly rate of pay will be established for the contemplated position which is based upon the required duties and responsibilities.

- 1.) If only a single rate for a comparable position is listed in the current salary ordinance, this will be the rate paid.
- 2.) If the current salary ordinance specifies a pay range for a comparable position, the first

increment of this salary range will be the rate paid.

- 3.) If no hourly rate is specified in the current salary ordinance for a comparable position, an hourly rate will be established by the Personnel Division which will be externally competitive and accordant with internal consistency.

5.5.2 Recruitment Source: The Personnel Division will determine an appropriate recruitment source from among the following:

- 1.) Transfers: Consideration will be given to the possibility of a temporary transfer from some other department.
- 2.) Layoffs: Consideration will be given to persons on layoff, particularly those who may be drawing unemployment compensation which is a direct expense to the City.
- 3.) Screening of Eligible Lists: Appropriate civil service eligible lists will be screened for applicants willing to accept temporary employment.
- 4.) Screening of Job Interest Cards: Appropriate job interest cards will be screened for applicants willing to accept temporary employment.
- 5.) External Sources: Whenever appropriate to the type of position being filled, Wisconsin Job Service, universities, colleges, and other educational and training institutions will be contacted as possible recruitment sources.
- 6.) Advertising: When qualified applicants are unavailable through the other recruitment sources, the Personnel Division will place help wanted notices in appropriate media.
- 7.) Overload Agencies: Positions may be filled by contract through the services of overload agencies, some of which specialize in certain job categories.
- 8.) Recommendations: Suggestions and recommendations of Department/Division Heads may be considered as sources of recruitment.

5.6 EXCEPTIONS TO GENERAL PLACEMENT PROCEDURES

Additional employees are needed during the summer months in some departments to accommodate expanded seasonal work operations, as well as, the temporary absence of regular employees on vacation. Job classifications generally filled during the summer are Laborer and Clerical positions. While the same requisitioning and rate setting procedure should be followed by departments desiring additional personnel during the summer months, the recruitment source procedure utilized by the Personnel Division differs from that used at other times of the year to the extent that outside hiring preference is given to persons who will be attending school in the autumn. The reason for doing this is that it saves the City the expense of paying unemployment compensation. Students are not eligible for unemployment compensation while attending school.

5.6.1 Hiring Summer Employees:

- 1.) Applications for summer employment are accepted after January 1st of each year from West Allis residents over 18 years of age.
- 2.) The work records of those applicants who have worked previously are verified, and only those with satisfactory records are considered for rehire.

- 3.) Former employees are given first preference for placement with date of availability for work and former experience with the City as factors in the decision to hire.
- 4.) When the pool of former student employees is exhausted, new applicants are considered on the basis of a random selection of new student applicants.

5.6.2 Hiring Library Pages:

Because of convenience of filing applications and interviewing (Library is open twelve hours per day and Saturdays), the Library Department does its own recruiting and placement of Student Pages.

- 1.) High School Student Pages work 10 to 12 hours per week throughout the year. They must be at least 16 years of age and residents of the City of West Allis. Recruitment is conducted mainly by posting notices on bulletin boards. Work availability at hours that satisfies library needs, scholarship, interest, and skills are factors which are weighed in the hiring decision. The single hourly rate of pay is established by City ordinance.
- 2.) College Student Pages work 15 hours per week throughout the year. They must be at least 16 years of age and residents of the City of West Allis. Recruitment is conducted through contact with educational institutions and notices on bulletin boards. Work availability at hours that satisfies library needs, scholarship, training, experience, skills, and public relations presence are factors which are weighed in the hiring decision. The single hourly rate of pay is established by City ordinance.

5.6.3 Hiring of Crossing Guards:

Crossing Guards hiring, placement, and supervision is under the jurisdiction of the Police Department, which hires two types of Guards - School Crossing Guards and State Fair Crossing Guards.

- 1.) School Crossing Guards work 3 to 4-1/2 hours per day during the school year. They must be at least 18 years of age and residents of the West Allis-West Milwaukee, et al, School District. Recruitment is conducted through advertisements in newspapers, church bulletins, supermarket bulletin boards, schools, and water billing inserts. Proximity of residence to location of job assignment, access to automobile, maturity, state of health, sense of responsibility, and dependability are the factors weighed, in the decision to hire. Hourly rate of pay is established by City ordinance.
- 2.) State Fair Crossing Guards work in the month of August when the Wisconsin State Fair is in operation and are recruited from the ranks of the School Crossing Guards who do not work during the summer months. If this is insufficient to satisfy the needs, additional numbers are recruited from the Police Reserve Unit, and newspaper advertising is used if the other two recruitment methods do not yield a sufficient number of applicants. The hourly rate of pay is established by City ordinance.

5.6.4 Hiring Specialists and Interns:

Occasionally, the Personnel Division consents to have a Department Head recruit directly, particularly if he/she maintains close liaison with the educational institution where help is sought. This will sometimes occur in filling Specialist and Intern positions (Public Health Intern, Legal Intern, Planning Intern, Administrative Intern, and so on). In those few instances where this occurs, the rate of pay is established in consultation with and approval of the Personnel Division.