

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Part-time & Seasonal Employees		Number: 22-20
		Effective Date: 6/18/2024
Departments Affected: All		Supersedes (Number/Date): 22-20 10/17/2023
Authority: Section 2.82-A. Red Bluff City Code	File References:	
	Approved: Approved by City Council on: 6/18/2024	

Overview: Part-time & Seasonal employees may be appointed in accordance with this policy.

Applicable to: Part-time & Seasonal employees

Guidelines: Part-time & seasonal employees are considered unrepresented employees. Certain rights, benefits, privileges, and regular status shall not be applicable to these employees. Specifically, benefits which are afforded to represented employees in accordance with the applicable memorandum of understanding do not apply to part-time/seasonal employees unless otherwise approved by the City Council.

Part-time/seasonal employees shall be paid on a per-hour basis, not to exceed one thousand (1000) hours per fiscal year or nine hundred and sixty (960) hours if the employee is a retired annuitant. A part-time/seasonal employee who holds more than one (1) position within the City may not exceed the total hour maximum as outlined above.

Part-time/seasonal employees are utilized on an as needed basis and should not be hired to circumvent filling permanently allocated positions. The part-time/seasonal employee may hold multiple positions either in the same department or a different department. However, total hours worked will be considered to calculate overtime and shall be paid accordingly by the applicable department.

The Human Resources Department is responsible for tracking part-time/seasonal usage and separating any part-time/seasonal employees who have not been utilized in a six (6) month period. The department shall provide the part-time/seasonal employee with written notification of the separation.

Definitions

Part-time employees are those that work intermittent or irregular schedules for an indeterminate amount of time. These employees must average under 30 hours a week in a rolling twelve (12) month period, as defined from their date of hire per Affordable Care Act (ACA) requirements.

Seasonal employees are those that work irregular or regular schedules for a

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determined amount of time, typically no longer than six (6) months. Seasonal employees may work full-time (40 hours a week) when necessary.

Seasonal employees may work longer than six (6) months with the City as long as it is in different seasonal job classifications and they average less than 30 hours a week in a rolling twelve (12) month period, as defined from their date of hire per Affordable Care Act (ACA) requirements.

Recruitment

Part-time/seasonal positions, except for emergency appointments, may only be filled by individuals who have participated in the recruitment process. An individual who is appointed to a part-time/seasonal position must meet the minimum qualifications outlined in the classification specification to which they are appointed.

In order for a part-time/seasonal employee to be appointed to a full-time position, the employee must submit an employment application to the full-time position in accordance with AP&P 22-14 Recruitment.

With approval from the department head, a regular full-time employee may reduce to part-time/seasonal in the same classification without submitting an employment application to the part-time/seasonal position.

Hiring in Cases of Extreme Emergency

This section shall be applicable when there are no temporary employee funds allocated and is intended only for an extreme emergency.

In cases of urgent necessity, to preserve life or to prevent great property loss to the City or its citizens, the department head may hire temporary employees prior to approval by the City Council. In such cases, Council approval shall be obtained for such hiring at the next regular Council meeting.

Retired Annuitants

State and federal laws provide specific employment restrictions for retirees who return to work with an employer in the same public retirement system from which they are receiving a benefit. It is the responsibility of the employee to ensure their employment is in compliance with state and federal laws and to notify the City of Red Bluff if they are a CalPERS retiree.

Retired annuitants may work as part-time employees in limited duration, which is defined by a start and end date. Employment should be terminated when the limited duration work is completed. Examples of work of limited duration include, but are not limited to, work to eliminate a backlog, work on a special project, excess of what regular staff can do, or during an emergency (earthquake, flood, etc.). Retired annuitants may not exceed nine hundred and sixty (960) hours in a fiscal year. Unless authorized by law and approved by the City Council, temporary retired annuitants may not be employed in any capacity for a period of 180 days following the date of the employee's retirement. Retired annuitants who have received unemployment insurance compensation for prior retired annuitant employment are prohibited from appointment with a CalPERS employer for the 12-month period immediately preceding their unemployment insurance compensated appointment. For more information about retired annuitant regulations, see AP&P 22-23 Post

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Retirement Employment.

Compensation

Part-time/seasonal employees shall be compensated according to the Hourly Pay Schedule

A retired annuitant cannot receive any benefit, incentive, special pay, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate.

At the Department Head's discretion, a part-time/seasonal employee who has performed satisfactorily may have their pay increased within the range given in the Hourly Pay Schedule.

Hours worked as a part-time/seasonal employee shall not be counted in the calculation of full time, regular service when an employee is appointed to a full-time position.

Minimum work requirements

Each employee is required to be available and work a full scheduled shift at least once every three (3) months to maintain their employment at the City. Any employee that fails to be available and work a full scheduled shift for more than three (3) months may be separated without notice due to lack of availability or lack of interest in continued employment. The length (hours) of a full shift shall be determined by the Department but shall not be less than three (3) hours.

Seniority

For purposes of layoff, time served as a part-time/seasonal employee shall be excluded when computing a full-time employee's continuous service credit.

Sick Leave Accruals & Usage

Full-time employees who reduce to part-time/seasonal shall maintain their sick leave balance in accordance with AP&P 22-35: Sick Leave. For more information regarding sick leave for part-time/seasonal employees, reference AP&P 22-36: Paid Sick Leave – Part-time & Seasonal Employees.

Vacation

Part-time/seasonal employees shall not accrue vacation leave.

Leaves of Absence

Part-time/seasonal employees are not eligible to take a leave of absence unless granted by the Department Head or required by law.

Promotion

Part-time/seasonal employees are only eligible for promotion to other part-time/seasonal classifications. Part-time/seasonal employees are not eligible for promotion to a full-time regular position unless they go through the recruitment process.

Reinstatement

Part-time/seasonal employees are eligible for reinstatement to the same or similar classification within the same department, within one (1) year of the date of

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separation without having to re-apply or re-complete the hiring process.

Employees who attained regular status in a regular full-time position and reduced to part-time may reinstate to the full-time position as outlined in AP&P 22-24: Reinstatement.

Regular employees who have not attained regular status may reduce to part-time. However, such employees will be forfeiting their reinstatement rights. Reinstatement from part-time to full-time status is only eligible to those who have attained regular status.

Benefits

Part-time, seasonal and temporary positions do not qualify for any health benefits except for the temporary full-time position of Police Officer Trainee. Officer Trainees are offered health benefits due to the fact that they are being sponsored at the Academy to fill regular, full-time Officer positions with the City.

CalPERS

Part-time/seasonal employees shall be excluded from CalPERS membership unless they were already enrolled as a CalPERS member as a full-time employee at the City or another agency. A Notice of Exclusion from CalPERS Membership shall be completed for any part-time/seasonal employees excluded from membership. Retired annuitants shall be entered into the CalPERS system in order to track the hours worked as a retiree.