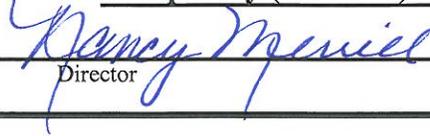


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**IDAHO DEPARTMENT OF PARKS AND RECREATION
POLICY AND PROCEDURES MANUAL**

PROCEDURE TITLE: Temporary (Seasonal) Employee

APPROVALS:


Director

HUMAN RESOURCES
Policy Owner

1.0 TEMPORARY POSITION – DEFINITION

For clarification purposes, Idaho Department of Parks & Recreation refers to temporary positions as “seasonal” positions.

- 1.1 A temporary position is a non-classified position that is non-permanent in nature.
- 1.2 These appointments may occur for intermittent periods of time and may include recurring assignments.
- 1.3 Temporary appointments are limited to a maximum of 1385 hours in any 12-month period for any one state agency.
- 1.4 All temporary employees receive credited state service (CSS) for all hours worked.

2.0 RECRUITMENT AND SELECTION

2.1 Park Aide 1 and Park Aide 2 positions:

- 1. These positions are recruited for and selected by the park or program manager. Assistance is available through the Human Resources Office if desired.
- 2. Human Resources Office publishes the descriptions of specific jobs, as well as distinguishing characteristics between the two park aide levels.

2.2 Temporary Positions Other than Park Aide 1 and Park Aide 2:

Recruitment for any other temporary/seasonal position requires:

- 1. Approval from the region manager or bureau chief,
- 2. A written job description or work plan,
- 3. The position title, minimum qualifications, and salary range be reviewed by the Human Resources Officer prior to any other recruitment activities,
- 4. Approval from the region manager or bureau chief for a benefit package, if applicable, and
- 5. Selection through a competitive application process requiring candidates to identify their qualifications for the position.

3.0 SALARY

3.1 Park Aide I and Park Aide 2 positions:

- 1. Salaries are set by the park or program manager within the current policy (see Seasonal/Temporary Salary Schedule on the H drive: Personnel Info/Human Resources/Pay Structure).
- 2. The salary may not exceed the maximum amount identified on the Seasonal/Temporary Salary Schedule without the written approval of the

Director, Deputy Director, Region Manager, or Bureau Chief/ and Human Resources.

3.2 Seasonal Ranger positions:

Salaries are set by the park or program manager within the current policy (see Seasonal/Temporary Salary Structure on the H drive: Personnel Info/Human Resources/Pay Structure).

3.3 Any other Temporary or Seasonal positions:

1. The salary range is set when the position is analyzed with Human Resources prior to recruitment.
2. The hiring manager will set the starting salary with the approval of Director, Deputy Director, Region Manager or Bureau Chief prior to any offer.
3. Human Resources will provide comparative salary data to ensure internal equity.

3.4 The current Seasonal Salary Structure is located on the H drive under Personnel Info/Human Resources/Pay Structure.

4.0 CALCULATION AND PROJECTION OF DURATION OF TEMPORARY EMPLOYMENT

The estimation of the length of temporary employment needs to be as accurate as possible at the point of hire, since it determines the employee's eligibility for benefits. If the temporary employee starts in a position that is not eligible for benefits and actually works longer and becomes eligible for benefits, the Department and the employee must reinstitute the benefits back to the point of eligibility. That includes:

- Retro-payment of retirement premiums by both the Department and the employee.
- Retro-payment of medical insurance by the Department. Employee may choose to decline insurance, but if they accept it they would pay retro premiums as well.
- Retro-accrual of sick and annual leave to the employee.

If the employee is **signed up for full benefits but ends up working fewer hours than required for benefit eligibility**, they will keep the leave they have accrued. Payroll needs to be contacted as soon as there is a change in the duration of the employment that will affect benefit eligibility.

5.0 BENEFITS:

Sick leave, vacation leave, holiday pay, and retirement are earned when the temporary employee:

- 5.1** Works, on a continuous basis, for more than five (5) months for more than twenty (20) hours per week, OR
- 5.2** Is an active member of the Public Employees Retirement System of Idaho (PERSI), OR
- 5.3** Is a temporary employee working for another State agency during the year and the combined length of employment is more than five (5) months for more than twenty (20) hours per week.

NOTE: There can be situations when the length of employment is five (5) months or more, but the hours per week are sporadic, some weeks more than twenty (20) hours and some weeks less than twenty (20) hours. The employee will receive sick leave, vacation

leave, holiday pay and retirement *if they work in excess of 20 hour/weeks more weeks than they work under 20 hours/week*. Contact Payroll for any assistance in calculating benefit eligibility.

6.0 PAPER PROCESSING FOR TEMPORARY NEW HIRES:

6.1 The following forms are to be completed and sent to Payroll within three (3) working days of the date of hire.

1. Notice of Personnel Action (PER 50.76)
2. Emergency Notification Data (PER 50.78)
3. W-4 Withholding Allowance Certificate
4. Immigration Form (I-9)
5. Discrimination and Sexual Harassment Sign-Off form
6. Miscellaneous: Deduction Change form (PER 5106) (Use for rental deductions and direct deposit)
7. Background check forms

6.2 Employees qualifying for retirement, health, and basic life will also complete:

1. PERSI Membership application form (RS102)
2. Blue Cross of Idaho Medical application form completed on-line
3. Principal Financial Group Basic and Supplemental Life insurance form

7.0 TIME ACCRUAL AND RECORDING:

7.1 Temporary employees who are covered under FLSA (earn overtime at a rate of time and a half) will be paid for any overtime at the time they earn it.

7.2 Temporary employees who are not covered under FLSA (earn overtime at a rate of hour for hour) will accrue overtime. Overtime occurs when work hours exceed 40 in any given week.

7.3 Temporary employees are not eligible for paid leave for jury duty or wellness.

7.4 All temporary employees must complete a time sheet every pay period, either by completing a paper form, signing it, and submitting it for approval and input to I-Time; or by inputting it directly to I-Time.

1. It is the responsibility of the employee and the supervisor to ensure time is accurately recorded, approved, and submitted to Payroll by the required date.
2. Paper time sheets must be signed by the employee and the supervisor and kept in the park or program files for three (3) years.

8.0 PERFORMANCE EVALUATION

Temporary employees will receive a documented performance evaluation during their last week of employment on form PER-50.90, Temporary Employee Performance Evaluation. A copy of the performance evaluation will be maintained in the park or program file and held for five (5) years.

9.0 SEPARATIONS

9.1 The supervisor will notify Payroll of the last day of employment for each temporary employee.

9.2 Notification to Payroll needs to occur on or before the last pay period of their employment.

- 9.3 The supervisor may contact Payroll by email or by sending a copy of the employee's final time sheet with the last day of employment noted.