

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Employment Classification Policy

**DEPARTMENT:** Human Resources      **DIVISION:** \_\_\_\_\_

**AUTHORIZED BY:** Sally Sherman      **CONTACT:** Janet P. Davis      **EXT.** 7940

Agenda Date <u>4/27/04</u>	Regular <input checked="" type="checkbox"/>	Consent <input type="checkbox"/>	Work Session <input type="checkbox"/>	Briefing <input type="checkbox"/>
	Public Hearing – 1:30 <input type="checkbox"/>		Public Hearing – 7:00 <input type="checkbox"/>	

**MOTION/RECOMMENDATION:**

Approve and implement staff recommendations as attached.

**BACKGROUND:**

In follow up to Board discussion at the September 23, 2003 Public Hearing, Human Resources reviewed the organizational status and procedures on Temporary Employees. Staff evaluated the positions, currently classified as temporary to determine the appropriate status of the positions.

The following are the findings and conclusions of this review:

- Under the current classification system, temporary positions could be created with Department Director approval.
- The definition of temporary employees is poorly defined under the current classification system as being for a "limited period".
- Under the current classification system, there is no recognition or definition of internship positions.
- Temporary employees and internship positions have not been clearly delineated in the budget process, nor were they required to be processed through the Human Resources Department.
- There are a total of 70 positions identified as temporary under the current classification system.
- Of the 70 temporary positions, 48 are in the Library & Leisure Services Department. Of these, 38 should be re-classified as "regular part-time".

Reviewed by: _____
Co Atty: _____
DFS: <u>JS</u>
Other: _____
DCM: <u>S</u>
CM: _____
File No. <u>RHR 01</u>

- The remaining temporary positions by department are as follows:

Public Works	6
Community Services	6
Information Technology	5
Environmental Services	1
Fiscal Services	1
Judicial	1
Planning & Development	1
Community Information	1

- The County Manager has notified the Department Directors that all temporary positions will expire 10/01/04 unless the positions are specifically approved by the County Manager and included in the FY04/05 Budget.

**Recommendations:**

As a result of the analysis the following are the recommendations of the County Manager and the Human Resources Department:

- 1) Revise Section 311.0 & 316.0 of the Personnel Policy and Procedure manual as attached. The revisions will accomplish the following:
  - Create a distinct section governing employment classifications (311.0) and a new section (316.0) for on-call employees.
  - Specifically define a temporary employee as less than 6 months in duration and 1040 hours annually.
  - Specifically define internship positions.
  - Require all temporary positions and internships to be approved by the County Manager.
  - Require all positions to be processed through the Human Resources Department.
- 2) Approve the reclassification of 38 positions in the Library & Leisure Services Department from "temporary" to "regular part-time". This action has financial impact associated with it of \$50,854 related to benefits provided to part-time employees (PTO leave and annualized salary adjustments).
- 3) The FY03/04 financial impact of this policy change will be covered using current allocations.
- 4) Report and track temporary employees and internships as part of the annual budget process.
- 5) Affirm the County Manager's decision that all remaining temporary positions will expire at the end of this fiscal year unless 1) specifically approved by the County Manager, and 2) the funds are available in the adopted FY04/05 budget.

## Personnel Policies and Procedures Manual

### **311.0 Employment Classifications**

#### **Definitions:**

**Regular full-time positions** are approved in the budget, assigned a position code and work at least 40 hour per week.

**Regular part-time positions** are approved in the budget, are assigned a position code but work less than 40 hour per week. Part-time positions receive pro-rated Paid Time Off (PTO) but do not receive health insurance benefits.

**Temporary positions** are positions that are not continuously budgeted and of a duration of less than six (6) months and less than 1040 hours annually. Temporary positions do not receive benefits or PTO.

**Internships** are a form of temporary employment established by departments for students enrolled in accredited academic or vocational programs. These may be paid or unpaid positions; do not receive benefits or PTO.

#### **POLICY:**

1. All positions will be coordinated through Human Resources. Human Resources will post all regular (full-time and part-time) positions. Temporary positions and internships will be coordinated between Human Resources and the hiring department.
2. Once an applicant is selected, Human Resources will conduct pre-employment checks and maintain an employee file. If the position is temporary, Human Resources will obtain a signed contract outlining the conditions of employment.
3. Temporary and internship positions must be approved by the County Manager's Office.
4. An employee whose status changes from regular to temporary will receive payment of all unused Paid Time Off (PTO), up to 960 hour maximum. An employee whose status changes from temporary to regular full-time or part-time will have a hire date, effective as of the change in status for purposes of PTO eligibility.
5. Any use of contract labor through temporary agencies must meet the duration guidelines of the temporary positions and the Purchasing policy,

Draft

## Personnel Policies and Procedures Manual

### 316.0 ON-CALL EMPLOYEES

#### **POLICY:**

It is the policy to supplement the regular work force with on-call employees, or other forms of flexible staffing when needed, because of periods of peak work load, employee absences or other situations as may be determined by management.

#### **COMMENTS/ PROCEDURES:**

1. An on-call employee is an individual who is hired for an indefinite period, but who normally works less than a 40 hour workweek.
2. On-call vacancies need not be advertised.
3. On-call employees are not eligible for paid absences. An employee whose status changes from full-time to on-call will receive payment of all unused accrued paid time off leave, subject to a 960 hour maximum. An employee whose status changes from on-call to full-time will be considered as hired on the date of the change of status for purposes of eligibility for personal time off. Information concerning eligibility of on-call employees for other County benefits, such as the Florida Retirement System, is available from Human Resources.
4. On-call employees are to be paid no less than the salary range minimum for their job title.
5. At the department director's discretion, on-call employees may be able to compete for internally posted positions for regular full and part-time vacancies in the same classification.

**DRAFT**

**SUMMARY OF FINANCIAL IMPACT**

• 38 positions to regular part time (Salary and benefits)	\$329,657
• PTO cost	\$21,834
• 4% merit increase	\$10,711
• Criminal background checks	\$1,178
Total cost impact	\$363,380
Current Budget	\$312,526
<b>Difference</b>	<b>(\$50,854)</b>

## Temporary Employee List

Position No	Seq No	Position Title	Last Name	Dept/Div/Act Short Description
75612	1	TEMPORARY	CAMP	COMM INFORM
75612	4	TEMPORARY	BERMUDEZ	COMM SRVCS - COMM ASSTNC
75612	1	TEMPORARY	CARDONA	COMM SRVCS - PROBATION
75612	2	TEMPORARY	LANE	COMM SRVCS - PROBATION
75336	2	STUDENT	TORMES	COMM SRVCS - SS/CSBG
75612	2	TEMPORARY	MAINGOT	COMM SRVCS - SS/CSBG
75612	1	TEMPORARY	CARDEN	COMM SRVCS-WITNESS MGMT
75612	1	TEMPORARY	LOTMORE	ENV SRVCS-WATER & SEWER
75612	1	TEMPORARY	BERMAN, JR	FSCL SRVC-PRCHSNG&CONTRCT
75612	1	TEMPORARY	CALHOUN	INFO TECH - INFO SRVCS
75612	2	TEMPORARY	DUAL, III	INFO TECH - INFO SRVCS
75612	3	TEMPORARY	ACOSTA, III	INFO TECH - INFO SRVCS
75612	5	TEMPORARY	ORTIZ	INFO TECH - INFO SRVCS
75612	6	TEMPORARY	CASTEEL	INFO TECH - INFO SRVCS
75612	2	TEMPORARY	SCHACKMAN	JUD - GUARDIAN AD LITEM
73016	1	ASSISTANT LIBRARIAN	SHABAT	LIB&LEIS SRVCS - LBY SRVC
73016	2	ASSISTANT LIBRARIAN	GRUSZYNSKI	LIB&LEIS SRVCS - LBY SRVC
71401	1	PAGE	PAYNE	LIB&LEIS SRVCS - LBY SRVC
71401	2	PAGE	CHANATRY	LIB&LEIS SRVCS - LBY SRVC
71401	3	PAGE	DRAPER	LIB&LEIS SRVCS - LBY SRVC
71401	4	PAGE	WALLACE	LIB&LEIS SRVCS - LBY SRVC
71401	5	PAGE	AUYEUNG	LIB&LEIS SRVCS - LBY SRVC
71401	6	PAGE	MC LENDON	LIB&LEIS SRVCS - LBY SRVC
71401	7	PAGE	GUASTELLA	LIB&LEIS SRVCS - LBY SRVC
71401	8	PAGE	RAWLE	LIB&LEIS SRVCS - LBY SRVC
71401	9	PAGE	SCHENK	LIB&LEIS SRVCS - LBY SRVC
71401	11	PAGE	WOLLER	LIB&LEIS SRVCS - LBY SRVC
71401	12	PAGE	HART	LIB&LEIS SRVCS - LBY SRVC
71401	13	PAGE	FAHIE-MALCOLM	LIB&LEIS SRVCS - LBY SRVC
71401	15	PAGE	CUTSHALL	LIB&LEIS SRVCS - LBY SRVC
71401	16	PAGE	KONSTAN	LIB&LEIS SRVCS - LBY SRVC
71401	17	PAGE	MOORE	LIB&LEIS SRVCS - LBY SRVC
71401	18	PAGE	HUGHES	LIB&LEIS SRVCS - LBY SRVC
71401	19	PAGE	LAIRD	LIB&LEIS SRVCS - LBY SRVC
71401	20	PAGE	PAVELCHAK	LIB&LEIS SRVCS - LBY SRVC
71401	21	PAGE	KELLY	LIB&LEIS SRVCS - LBY SRVC
71401	22	PAGE	HALLORAN	LIB&LEIS SRVCS - LBY SRVC
71401	23	PAGE	COLBURN	LIB&LEIS SRVCS - LBY SRVC
71401	24	PAGE	LOGAS	LIB&LEIS SRVCS - LBY SRVC
71401	25	PAGE	COLBURN	LIB&LEIS SRVCS - LBY SRVC
71401	26	PAGE	BOTA	LIB&LEIS SRVCS - LBY SRVC
71401	27	PAGE	SCHAEFER	LIB&LEIS SRVCS - LBY SRVC
71401	28	PAGE	O'DONNEL. JR	LIB&LEIS SRVCS - LBY SRVC
71401	29	PAGE	BRAY	LIB&LEIS SRVCS - LBY SRVC
71401	30	PAGE	BRADLEY	LIB&LEIS SRVCS - LBY SRVC
71401	31	PAGE	AMMON	LIB&LEIS SRVCS - LBY SRVC

## Temporary Employee List

Position No	Seq No	Position Title	Last Name	Dept/Div/Act Short Description
71401	32	PAGE	GRIMLAND	LIB&LEIS SRVCS - LBY SRVC
71401	34	PAGE	DANIELS	LIB&LEIS SRVCS - LBY SRVC
71401	38	PAGE	BALABAN	LIB&LEIS SRVCS - LBY SRVC
71781	1	SUBSTITUTE LIBRARIAN	SCHATZ	LIB&LEIS SRVCS - LBY SRVC
75612	1	TEMPORARY	LISLE	LIB&LEIS SRVCS - LBY SRVC
75612	2	TEMPORARY	MITCHELL	LIB&LEIS SRVCS - LBY SRVC
71793	2	SPECIAL E.O.P. WORKER	GILLIAM	LIBRARY&LEISURE-PARKS
71793	3	SPECIAL E.O.P. WORKER	MC CRUM	LIBRARY&LEISURE-PARKS
71793	4	SPECIAL E.O.P. WORKER	PAGE	LIBRARY&LEISURE-PARKS
71793	5	SPECIAL E.O.P. WORKER	BARGER	LIBRARY&LEISURE-PARKS
71759	1	SUB RECREATION ATTNDT	ASTARITA	LIBRARY&LEISURE-PARKS
71759	2	SUB RECREATION ATTNDT	MASELLA	LIBRARY&LEISURE-PARKS
71759	5	SUB RECREATION ATTNDT	SEMANCHIK	LIBRARY&LEISURE-PARKS
71759	7	SUB RECREATION ATTNDT	BRYANT	LIBRARY&LEISURE-PARKS
75612	1	TEMPORARY	COLBERT	LIBRARY&LEISURE-PARKS
75612	2	TEMPORARY	FONSECA	LIBRARY&LEISURE-PARKS
75612	1	TEMPORARY	MCNAMEE-TAYLOR	LLS - HISTORICAL MUSEUM
75612	1	TEMPORARY	MALDONADO	P WORKS - TRAFFIC ENG
75612	3	TEMPORARY	FURST	PLNG & DEV - COMM RSRCS
75336	1	STUDENT	CALHOUN	PUBLIC WORKS - STORMWATER
75612	1	TEMPORARY	EBY	PUBLIC WORKS - STORMWATER
75612	2	TEMPORARY	WHEELER	PUBLIC WORKS - STORMWATER
75612	5	TEMPORARY	CARSON	PUBLIC WORKS - STORMWATER
75612	7	TEMPORARY	DRIGGS, III	PUBLIC WORKS - STORMWATER
70 Filled Temporary Positions				