

<b>Subject:</b> Part-time, Hourly and Temporary Employees	<b>Number:</b> 2-28
	<b>Date Issued:</b> September 1, 2000 <b>Date Revised:</b>
<b>Responsible Department:</b> DAS—Human Resources	<b>Approved:</b>

## Purpose

To provide hiring guidelines and procedures for the acquisition of either part-time, hourly or temporary employees and to establish a clear and consistent policy with regard to the utilization of either part-time, hourly or temporary employees by the various departments and divisions of the City of Fresno.

## Policy

1. **Part-time, Hourly Employees:** Part-time, hourly employees are unclassified employees, as defined in Article X, Section 1000 (a) (4) of the Charter.
  - a. Part-time, hourly employees are paid on an hourly or per diem basis, work, part-time schedules only, in positions not allocated as either permanent, permanent part-time, or permanent intermittent in the Position Authorization Resolution.
  - b. Part-time, hourly employees may work varying hours or shifts which may depend upon the availability of the employee. Positions filled in this fashion often have high turnover rates due to the transitory nature of most incumbents.
  - c. The maximum time that a part-time, hourly employee may work is 32 hours per week.
  
2. **Temporary Employees:** Employees filling temporary positions are also in the Unclassified Service, as defined in Article X, Section 1000 (a) (2) of the Charter.
  - a. Employees in temporary positions may be paid on an hourly or per diem basis or on a salary basis, in positions not allocated as either permanent, permanent part-time, or permanent intermittent in the Position Authorization Resolution.
  - b. A temporary position is appropriate for a project with a defined start and finish date or during the completion of an examination process to fill a permanently allocated position. The position shall cease to exist at the completion of the project, following a selection from an appropriate eligible list, or upon the completion of the maximum number of hours worked, as defined in the Charter, whichever comes first.
  - c. When hiring either a part-time, hourly employee or when filling a temporary position, the new-hire must comply with all City employment processes.

## Procedures

### 1. Part-time, Hourly or Temporary Employees

- a. The appointing authority must verify that the position to be filled complies with the intent of either Section 1000 (a) (2) or Section 1000 (a) (4) of Article X of the Charter.
- b. Departmental requests for part-time, hourly or temporary employment must be submitted and approved prior to the employee beginning work.
- c. Applications for part-time, hourly or temporary employment, EAFs, and DOJ clearance must be completed, received, and approved **before the employee begins work.**