

POLICY NUMBER:

APM-4-02

DATE:

October 17, 2002

ISSUED BY:

Carlos A. Gimenez

City Manager

SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

REVISED
SECTION
Created

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10/17/02

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SUBJECT: TEMPORARY/PART TIME EMPLOYEES

PURPOSE: To establish guidelines for the employment, hours of work, and benefits for Temporary Full Time and Part Time employees.

Effective this date, this administrative policy supersedes all previous directives relating to temporary/part time employees.

THE POLICY WILL BE AS FOLLOWS:

I Hours of Work:

- A** Part-time employees are not to work above thirty-five (35) hours a week unless authorized due to an emergency or otherwise approved by Labor Relations or the City Manager. Employees approved to work more than thirty-five (35) hours a week shall be paid at the employee's straight time hourly rate up to forty (40) hours. Employees approved to work more than forty (40) hours a week shall be paid one and one half times (1½) their hourly rate. Employees are not allowed to bank overtime hours.
- B** Full-time temporary employees are not to work above forty (40) hours a week unless authorized due to an emergency or an otherwise approved situation. Employees approved to work more than forty (40) hours a week shall be paid one and one half times (1½) their hourly rate. Employees are not allowed to bank overtime hours.

II Pay Rate:

- A** Compensation shall be paid at the equivalent hourly rate of pay established for the classification. Casual laborers, event workers, and other intermittent employees may be paid rates recommended by the employing department and approved by the Director of Human Resources. Any discrepancies shall be referred to the City Manager for final decision.
- B** Appointment rates and pay increases for full-time temporary employees shall be in accordance with prescribed rules for temporary employees determined by Human Resources.

III Civil Service:

Employees accrue no Civil Service rights.

IV Grievance Procedure:

Employees have no rights to grievance procedures.

V Full Time Employment Opportunities:

In accord with LMP 4-92, employees would receive selection preference over persons who are not employees of the City of Miami.

VI Benefits:

<u>Benefit</u>	<u>Part-Time</u>	<u>Full-Time</u>
Pension	No	No
Holidays	No	Yes
Overtime	Yes	Yes
Compensatory Time	No	No
Sick Leave	No	No
Vacation	No	No
Shift Differential	No	No
Earned Personal Leave	No	No
Insurance		
Health	No	No
Life	No	No
Anniversary Increases	No	No
Parking Space	No	No
Workers Compensation	Yes	Yes
Supplement	No	No