

POLICY # A1-3.3

TEMPORARY AND SEASONAL EMPLOYEES ALL EMPLOYEES

It is the policy of the Town of Wayland to establish a consistent and standardized procedure for the recruitment and selection of candidates to fill temporary and seasonal positions in the Town. The Town strives to fill vacancies with the best-qualified candidates available. In this pursuit, the Town will adhere to the principles of Equal Employment Opportunity and ADA compliance.

Applicability

This policy applies to all temporary and seasonal positions in Town Government that are classified within the Wage and Classification Plan. Positions filled through appointments by School officials are not subject to this policy. Temporary and seasonal positions will not exceed 6 months in duration.

Procedures to Fill a Vacancy

Appointing authorities and department heads, in consultation with the Human Resources Director, may appoint temporary and seasonal employees whose positions are identified in the Wage and Classification Plan. Wages for temporary and seasonal positions must be included in a Department's approved budget unless otherwise provided for by the Finance Director. Incumbents of temporary and seasonal positions are not entitled to either Town sponsored insurance benefits or paid time off benefits, regardless of the number of hours worked per week.

The procedures outlined in the Recruitment and Selection Policy should be followed, when possible, in hiring temporary and seasonal employees. Department heads are responsible for completing all Payroll Change Authorization Forms (PCAs).

Employment of Minors

Wayland will comply with all applicable federal and state laws regarding the employment of minors.

Minors over the age of 16:

- May perform most work, except work involving hazardous occupations as designated on either the state or federal level.
- May not work more than 9 hours in a day or 48 hours in any week.
- May not work between 10:00 pm and 6:00 am.
- Must submit an educational certificate obtained from their school or School Superintendent.

Minors under the age of 16:

- May perform most work, except work involving hazardous occupations as designated on either the state or federal level.
- Must have on file an employment certificate obtained from their school or School Superintendent.
- May not be employed during school hours.
- May not work between 7:00 pm and 7:00 am (from July 1 through Labor Day they may work until 9:00 pm.).
- May not work more than 3 hours in a school day, more than 18 hours in a school week, more than 8 hours on non-school days, more than 40 hours per week or more than 6 days in any week.

Personnel Board Approved:

October 16, 2006