



City of Maricopa

Legislation Details (With Text)

File #:	RES 14-14	Version:	1	Name:	Personnel Policies and Procedures - Revision - Part-Time
Type:	Resolution	Status:	Passed		
File created:	3/19/2014	In control:	City Council Regular Meeting		
On agenda:	4/1/2014	Final action:	4/1/2014		
Title:	A Resolution of the Mayor and City Council of the City of Maricopa, Arizona, amending Sections 1.3.2, regarding classified service - merit employees, and section 1.3.3, regarding unclassified service - "at-will" employees, of the City of Maricopa Personnel Policies and Procedures Handbook. Discussion and Action.				
Sponsors:	Richard Clore				
Indexes:	Fiscal Policies and Management				
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Attachments: 1. Resolution, 2. Personnel Policies and Procedures-Revision #2 Part Time 3-19-14

Date	Ver.	Action By	Action	Result
4/1/2014	1	City Council Regular Meeting	Approved	Pass

A Resolution of the Mayor and City Council of the City of Maricopa, Arizona, amending Sections 1.3.2, regarding classified service - merit employees, and section 1.3.3, regarding unclassified service - "at-will" employees, of the City of Maricopa Personnel Policies and Procedures Handbook. Discussion and Action.

With the opening of the Copper Sky Multigenerational Facility, the City Council approved a staffing plan for facility operations. That plan included the hiring of approximately 75 part-time and seasonal employees to maintain established hours of operation. While the City of Maricopa previously employed part-time positions on a limited basis, there are no policies in effect related to part-time and/or seasonal employees.

Exercising prudent fiscal responsibility, staff proposes to limit all part-time positions to 29 hours or less per week. In some cases, part-time employees who work 20 or more hours in a week for a period of 20 or more weeks in a calendar year must participate in the Arizona State Retirement System; requiring matching contributions by the employee and the City. Staff will monitor all aspects of part-time and seasonal employment to ensure associated costs related to these positions will not exceed City Council authorizations.

Section 1.3 currently specifies a ninety-day evaluation period for employees, citing "Policy 3.3." However, on April 17, 2012, City Council adopted Resolution 12-09 that eliminated Section 3.3. That same resolution established Administrative Policies to be implemented by the City Manager. On May 9, 2012 Administrative Policy 12-007 was approved by then-City Manager Brenda Fischer and specified a six-month probationary period; the same period of time identified in Section 3.3. It appears the amended language was not incorporated in Section 1.3 when the resolution was adopted.

The proposed action establishes definitions for part-time and seasonal employees that will be used to create Administrative Policies that define employment parameters for these positions. This action also brings Section 1.3 into compliance with City Council Resolution 12-09 related to probationary time periods for employees.

This item will be presented by Interim Human Resources Director Richard Clore.

Staff recommends Mayor and City Council approve a resolution amending City of Maricopa Personnel Policies and Procedures, Chapter One, Section 1.3. Approval of this action creates and affirms definitions for part-time

and seasonal employees, and effectively corrects a technical error in the current language of Section 1.3.