



Employment

I. Basis of Appointment to Employment:

It is the policy of the City of Gainesville to make all appointments to employment with the City based on merit and fitness alone, and without regard to race, color, gender, age, religion, national origin, marital status, sexual orientation, disability, or gender identity.

II. Types of Appointments:

A. Regular:

An employee appointed to a position on a regular, continuous full-time or part-time basis in accordance with the normal schedule of the particular department. Employees in this category receive benefits in approximate proportion to how the employee's workweek bears to a full-time workweek.

B. Temporary:

Temporary employees serve at the discretion of the City and are not eligible for any benefits except as required by federal or state law or as provided in this policy. There are several categories of temporary employees that exist to help departments meet their goals. Temporary employees can be either full-time or part-time.

1. Short-term (up to one year): Hired for temporary assignments of less than one year such as short-term projects, substituting for an absent employee, or substituting while a vacant position is being filled. Before short-term temporary employment may extend beyond one year in duration, it requires the approval of the appropriate Charter Officer and notice to the Human Resources Director.
2. Recurring: Hired for a position that is seasonal in nature (e.g., lifeguards) or related to a formal educational program or department developmental program (e.g., police cadets).
3. Long-term (may be more than one year): Hired for special projects or assignments expected to last more than one year, but less than three years. Long-term temporary employees may also be appropriate when a position is funded by a grant and it is not anticipated that the position will continue to be funded after the grant ends. Before long-term temporary employment may extend beyond three years in duration, it

requires the approval of the appropriate Charter Officer and notice to the Human Resources Director.

4. Time-limited (may be more than one year and offered certain benefits):
 - a. Temporary Professionals hired for special projects, assignments, or grant funded positions expected to last more than one year, but less than three years, and provided with employment benefits identified herein when it is necessary and appropriate to offer such benefits for a particular position. For example, if the position is temporary and professional in nature, benefits may be necessary to attract and retain a desired applicant for the position. In addition, it may be necessary and appropriate to offer such benefits when a grant funds or requires them.
 - b. Such an appointment requires approval of the appropriate Charter Officer and notice to the Human Resources Director.
 - c. Employment benefits for this type of appointment may include insurance, access to flexible spending accounts, access to the City's 401(a) plan, 457 deferred compensation plan, and/or a ROTH IRA, access to Employee Health and Wellness Services, and provision of any type of leave offered to MAPS under the City's personnel policies. Such benefits must be approved and selected by the appropriate Charter Officer at the time of appointment.

- III. Role of the Human Resources/Organizational Development Department:
In order to provide consistent employment selection processes and to ensure compliance with all applicable federal, state, and local laws, regulations, policies and procedures, the Human Resources/Organizational Development Department is responsible for the oversight of all employment selection processes within the City of Gainesville.
- IV. Hiring Authority:
The authority for making the final decision as to which applicant will be hired rests with the applicable Charter Officer or his/her designee.
- V. Making of Job Offers:
All job offers will be made by the Human Resources/Organizational Development Department.
- VI. Pre-Employment Medical Examination:
Once a Conditional Job Offer is made, but prior to starting work, all new regular employees must pass a medical examination. In some cases a medical examination will be required for job change.

Adopted: 05/05/11

CITY OF GAINESVILLE

Policies and Procedures

Number 2

EMPLOYMENT AND PERSONNEL PROCEDURES

I. Function and Objective of Human Resources Department:

The Human Resources Department has been established by the City to provide specialized assistance to all other departments on a staff or service basis. The use of the Human Resources Department's services will eliminate costly and unnecessary duplication of effort and thereby allow the operating departments more time to concentrate on their primary functions.

II. Personnel Procedures:

The Personnel Procedures have been developed to provide the basis for administrative action concerning the various personnel activities and transactions. This is in accordance with adopted City policy regarding the establishment of a comprehensive personnel system. The specific procedures are intended to indicate, in as clear and concise a manner as possible the prescribed methods by which the aims of the personnel program, as defined by City policy, can be effectively carried out.

III. Positions Covered:

These procedures shall apply to all positions except those positions established by direct Commission appointment.

IV. Employment Process:

A. Initiation of Employment Process:

When job openings occur or when they are anticipated in any department of the City, the supervisor and Department Head will issue to the Human Resources Department a completed "Personnel Requisition" form. The completed and approved "Personnel Requisition" form will provide authorization for the Human Resources Department to recruit, interview, test, screen and refer applicants for consideration for employment.

B. Official Application Form:

All individuals seeking employment with the City shall complete and sign the "City of Gainesville Application Form" prior to being given consideration for employment.

C. Hiring Authority:

The authority for making the final decision as to which applicant will be hired rests with the Department Head and his supervisors. Approval for making job offers will

be given by means of the Department Head signing the individual's application form in the specified manner.

D. Making of Job Offers:

All job offers will be made by the Human Resources Department with the exception of offers to candidates for labor or temporary positions. However, immediate notification must be made to the Human Resources Department of all job offers made to applicants for these positions.

E. Pre-Employment Medical Examination:

Prior to starting work, all new permanent employees must pass a medical examination. Arrangements for all pre-employment medical examinations will be made by the Human Resources Department.

F. Notifying Payroll:

The Human Resources Department will notify the Finance Department of all new employees for payroll purposes.

V. Change in Employee's Status:

A. Personnel Authorization Procedure:

It shall be the responsibility of each supervisor and Department Head to immediately advise the Human Resources Department of all changes with regard to an employee's status. All changes, including changes in salary and position classification, shall be made known to the Human Resources Department no later than the effective date of such changes.

Notice of a terminating employee will be given to the Human Resources Department at least 48 hours prior to the effective date of the termination.

The "Personnel Authorization" form will be used for advising of any such change. In the case of the employee leaving the service of the City who has contributed money to the Pension Plan, the employee's Department Head must prepare a letter authorizing the Finance Director to either withdraw or leave the employee's contribution in the pension fund. The letter must be attached to the "Personnel Authorization" and forwarded to the Human Resources Department for appropriate action.

B. Transfers:

All transfers from one department to another will be coordinated by the Human Resources Department, i.e., preparation of personnel authorization, etc.

VI. Administration:

These procedures shall be administered by the Human Resources Director within the limits of established policy.

Effective Date: 01/01/65
Date Issued: 02/17/65
Date Revised: 11/23/70

CITY OF GAINESVILLE

Policies and Procedures

Number 5

APPOINTMENTS

I. Types of Appointments:

A. Regular Full-Time:

An employee appointed to a position on a regular, continuous, full-time basis in accordance with the normal schedule of the particular department, usually forty (40) hours per week. Employees in this category receive full benefits.

B. Regular Part-Time:

An employee appointed to a position on a regular, continuous part-time basis in accordance with the Charter Officer's determination that the position is continuous, but requires the employee to work less than forty (40) hours per week.

C. Temporary:

Temporary employees serve at the discretion of the City and are not eligible for any benefits except as required by federal or state law. There are several categories of temporary employees that exist to help departments meet their goals.

D. Short-term (up to one year):

Full-Time Temporary Employees – Hired for temporary assignments of less than one-year such as short-term projects, substituting for an absent employee, or substituting while a vacant position is being filled. If a temporary full time position is to extend beyond one year in duration the appropriate Charter Officer will submit the request to the Personnel and Organization Committee for continuance.

E. Long-term or seasonal (may be more than one year or recurring):

Long-term Project Temporary Employees – special projects expected to last more than one year but less than three years.

Grant Temporary Employees – employees hired in anticipation of or as a result of a funded grant.

Seasonal Employees – recurring temporary employment of a seasonal nature.

Interns and other developmental programs – Temporary Employees usually related to a formal educational program or department developmental program (e.g., police cadets).

II. Temporary employees can be either full-time or part-time.

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CITY OF GAINESVILLE

Policies and Procedures

Number 30

JOB-SHARING

I. General Statement:

While the City recognizes the potential benefits of job-sharing in the areas of productivity, training and job satisfaction, it is necessary that such a policy should not exceed the costs of having one full-time employee perform the same functions. It is also necessary that such programs be monitored closely by the Human Resources Department, as well as the appropriate Department Head, because all job-sharing situations will be conducted on an experimental basis and can be terminated at any time by the City Manager. The employment relationship of the job-sharing employees will be governed by the City layoff policy.

II. Objective:

The objective of this policy is to set up guidelines by which a department can institute such a program but yet stay within the framework of current personnel policies and costs. Should the City Manager approve a position for job-sharing in accordance with Paragraph I, then he has determined the job to be an acceptable alternative to more conventional work patterns.

III. Definition:

The term job-sharing shall be used herein to describe any of the various types of work strategies that enables two people to cover one full-time position. This includes job-splitting, job-pairing and job-sharing. Most commonly, job-sharing refers to two equally qualified part-time employees who divide the hours, responsibility and benefits of a full-time job by performing complementary tasks.

IV. Eligibility and Application:

Any reasonable job-sharing strategy can be considered by the head of the department. When a strategy is deemed advantageous and viable by the Department Head, the Human Resources Department will be consulted for further analysis and instructions. Final approval will be given by the City Manager in conjunction with the Human Resources Department.

V. Administration and Procedures:

Job-sharing situations will be fully implemented by the Department Head. The Department Head will also have the responsibility of coordinating and evaluating the situation. Payroll procedures will be settled between the Department Head and the Human Resources Department. The Department Head must communicate all relevant information to the parties involved through initial planning meetings and regular review

sessions. A memorandum of understanding will be written by the Department Head outlining the duties, hours and other conditions of this unconventional work pattern.

VI. Pay:

Under normal circumstances, the pay for each participant will be equal to, but not exceed, one-half of the pay for a full-time worker in a similar position (per the existing Pay Plan). If work or pay is to be split unevenly, full-time pay should be prorated on a 40-hour a week basis by the Department Head.

VII. Benefits:

In general, benefits should be prorated in the same manner as pay. That is, combined benefits for the participants should be equal to, but not exceed, benefits offered to one full-time worker. Proration of benefits shall be based upon the equivalent benefits for a similarly situated full-time employee.

A. Statutory Benefits:

1. All withheld taxes and state and local taxes, as well as required unemployment benefits will be met according to statute and the appropriate pay level.
2. Because of the ceiling on FICA taxes, job sharing will not be permitted where the combined salaries of the participants exceed the maximum salary subject to the FICA tax.

B. Non-Statutory Benefits:

1. Sick leave and vacation - the equivalent benefits of one full-time worker shall be prorated by the Department Head in an equitable manner. This proration shall not exceed one full-time worker's benefit.
2. Life insurance and health insurance can be administered in any fashion, as long as the overall cost to the City does not exceed the benefit of one permanent full-time worker.
3. Workers' compensation will be treated as if workers were in a permanent part-time position.
4. All others - all other benefits will follow present Personnel Policies and where necessary, must be prorated by the participants and the Department Head.

VIII. Scheduling - Vacation and Sick Leave:

As stated in Paragraph VII of this Policy, vacation and sick leave will be prorated among the participants, but cannot exceed the benefits available to one full-time employee. For scheduling purposes, supervisors cannot use one job-sharing participant to replace the other, when the other is being paid vacation or sick leave pay. Using job-sharers in this manner would cost the City more than one full-time employee because of regular wages and other wages being paid at the same time. Therefore, it

is necessary for supervisors to carefully organize the schedules of the participants so that only one full-time wage is being paid.

IX. Promotions, Evaluations, Etc.:

It is the duty of the supervisor to follow existing procedures for evaluating the participants with respect to salary review or promotion. Job-sharing, in and of itself, should not affect any individual's opportunity for higher compensation or upward mobility.

X. Classification:

For purposes of layoff, payroll, budget and similar instances, job-sharing shall be classified as a permanent full-time position, but the individual's working as job-sharers will be classified as "Job-Sharers" (permanent part-time). (See Personnel Policy #5.)

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