

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: HUMAN RESOURCES DEPARTMENT

**SUBJECT: EMPLOYMENT CATEGORIES OTHER THAN
REGULAR EMPLOYMENT**

PPM #: CW-P-007

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ISSUE DATE
March 20, 2017
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EFFECTIVE DATE
March 20, 2017
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PURPOSE:

To define employment categories other than regular employment.

UPDATES:

Future updates to this PPM will be the responsibility of the Director of Human Resources.

AUTHORITY:

- Palm Beach County Merit Rules
- 2013 Florida Statutes, Chapter 121.11, as amended

POLICY:

Regular full-time and part-time employment is subject to the rules set forth in the County's Merit System Rules and Regulations.

All other persons hired shall be employed in one of the following employment categories and shall be subject to the time limits and pay and benefits policies indicated:

Benefits and Other Provisions – Student, On-Call, Seasonal, and Temporary employees shall not receive: paid or compensatory holidays, leave (sick, vacation or other types of leave), employee benefits (medical and life insurance), or Florida Retirement System (FRS) benefits or additional pays such as shift differential, standby or leadworker. While these positions are utilized to assist during times of increased work volume and to decrease overtime expenditures, it is highly discouraged to work these positions in an overtime capacity.

Time worked in any of these categories shall not establish seniority.

The budgetary, payroll and other aspects of these employment categories are listed on the attached chart (see attachment A).

No person shall be hired for other than regular employment except in one of the above categories.

PROCEDURE:

Student employee

An employee enrolled as a bona fide student in an accredited educational or vocational program and is hired into a temporary position set aside strictly for students. Employment in this category shall be limited to a maximum of 1000 hours per calendar year. Student status shall be maintained while in a student position. Student status is verified upon hire by Human Resources and student status is verified bi-annually every August and January by the individual departments (see attachment B). Once the 1000 maximum hours are reached, or the student is no longer defined as a bona fide student by Florida Statute 121.11, the department is responsible for preparing and hand-delivering a termination letter to the student (see attachment C). The department must also send a copy of the letter to Human Resources, Retirement Coordinator for their records.

Intern

1. An employee in a position in a budgeted multi-year developmental program.
2. A Non-County employee hired temporarily (less than 6 months) under an agreement with a college, university or vocational/technical school to satisfy a practical experience requirement for graduation.

On-call

An on-call employee is one who is hired to work only when called, either for peak periods or to work in place of employees who call in sick. Employment in this category shall be limited to a maximum of 1000 hours per calendar year and not regularly scheduled hours.

Seasonal

A seasonal employee is one who is hired to staff a function or program that operates intermittently throughout the year and continues from year to year, and has a regular but often fluctuating work schedule. Employment in this category shall not exceed 1000 hours in a calendar year.

Seasonal employment is based on the length of the position. Start by dividing your seasonal positions into two categories:

Category 1: Seasonal Employment Less Than Six Consecutive Months (No FRS Benefits)

Positions that provide seasonal employment for less than six consecutive months are temporary positions. No matter how many employees fill a position that is set up to last less than six consecutive months, the employees should not be reported for retirement.

Category 2: Seasonal Employment Lasting More Than Six Consecutive Months (FRS Benefits)

Positions that provide seasonal employment lasting more than six consecutive months are regularly established positions. Anyone filling a position in excess of six consecutive months should be reported for retirement benefits. Contact your Human Resources Retirement Coordinator for rules to verify/enroll positions in this category (see attachment A).

Temporary

A temporary employee is one who is hired full or part-time to fill a temporary workload need. Employment in this category shall not exceed six (6) consecutive months in a 12-month period. Membership in the FRS is determined by the expected length of the position's existence and the date the position is established; not the length of time an employee is anticipated to fill the position.

An employee hired into a temporary position set aside strictly for students, who is no longer attending classes, may be recommended for termination.



VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History

1. A.O. 7-5, dated 7/18/85
2. PPM# CW-P-007, issued 7/7/88, 12/88 and 7/91
3. PPM# CW-P-007, revised 2/2/95
4. PPM# CW-P-007, revised 7/15/04
5. PPM# CW-P-007, issued 10/1/2008
6. PPM# CW-P-007, issued 12/18/2013
7. PPM# CW-P-007, issued 4/24/2014

ATTACHMENT "A"

EMPLOYMENT CATEGORIES OTHER THAN REGULAR EMPLOYMENT

BUDGET CODE '3'				
POLICY OR PROCEDURE	STUDENT	ON-CALL	SEASONAL	TEMP
BUDGET & PAYROLL				
Work Schedule	*		*	*
Time Limit	1000 hrs per calendar year	1000 hrs per calendar year	1000 hrs per calendar year	6 consec months or less
Expiration Date (as it relates to employees)	*			*
COMPLEMENT				
Code	9999	9995	9998	9996
Expiration Date (as it relates to position)				*
Adds to Complement via Board approval				
BENEFITS APPLICABLE				
Insurance				
Work. Comp.	*	*	*	*
Unempl. Comp.	*	*	*	*
Employment Physical	*	*	*	*
Deferred Comp.				
Credit Union	*	*	*	*
Holidays, Sick, Vacation, Jury, Compassionate Leave				
MERIT SYSTEM COVERAGE				
Hiring Process				
Recourse Procedures				
Pre-Termination				
Rules of Conduct	*	*	*	*
Disciplinary Action	*	*	*	*
Probationary Action				
PAY POLICIES				
General Increases (ATB's)	*	*	*	*
Shift Differential				
Standby				
Leadworker				
Overtime	*	*	*	*
Certification	*	*	*	*
Retirement		**	**	

*Indicates that the policy or procedure applies to this employment category

**Will receive FRS Retirement Benefits if the position is regularly established and being reported for service.

ATTACHMENT "B"

**STUDENT EMPLOYEE BI-ANNUAL VERIFICATION FORM
(To be completed Bi-annually)**

According to PPM CW-P-007: "A student employee is one who is enrolled as a bona fide student in an accredited educational or vocational program and is hired into a temporary position set aside strictly for students. Employment is limited to a maximum of 1,000 hours per calendar year. Bona fide student status must be maintained while in a student position. Student status is verified bi-annually (every August and January) by the individual departments."

PART A. Please answer the following questions (all responses must be "Yes" to qualify):

1. Are you currently attending classes?
YES ____ NO ____
2. Is the university, college, institution or vocational program accredited?
YES ____ NO ____
3. Have you continuously been a bona fide student without any breaks or time off? (Please note: Summers off are an acceptable norm and are OK. If you have only had the summer off please respond "YES". If you have taken time off from school that extends for more than a summer then please respond "NO".)
YES ____ NO ____

PART B. Please complete the following:

Name of Accredited Educational or Vocational Program (Print Clearly)

Student must provide a copy of one of the following:

- ▶ copy of course schedule
- ▶ most recent report card
- ▶ proof of tuition payment

If home schooled, student must provide a copy of:

- ▶ most recent Home Education Annual Evaluation form (sample attached)

I understand that if at any time during my employment my status changes and I am no longer a student I must notify my immediate supervisor. **All Student Employees must be at least 16 years of age. Signing this form acknowledges that you are at least 16 years of age.**

Department Name: _____
(Print Clearly)

EIN: _____

*Student Signature Student Printed Name Date

*By signing this form I understand that it is my responsibility as a Student employee to notify my department when I am no longer a bona fide student as described above. I also understand that if I am no longer a bona fide Student, I will be responsible to contribute the required FRS contributions, as determined by Florida Statute, like contributing employees.

Supervisor Signature Supervisor Printed Name Date

ATTACHMENT “C”

Template – To be printed on department letterhead

HAND-DELIVERED

Date

Name

Address

City, state & zip

Dear Mr. /Ms _____ ,

Based on a recent audit of your student status, it has been brought to our attention that you no longer meet the requirement of a bona fide student as defined by the Florida Retirement System and Palm Beach County PPM CW-P-007. Therefore, we must terminate your current employment with Palm Beach County, (Department name) effective (date). As noted on your “Student Verification Form” you will be responsible for any required FRS contributions.

We regret the necessity of taking this action; however we invite you to apply for other non-student employment within Palm Beach County immediately.

If you have any questions regarding your termination, please contact the Retirement Coordinator in the Human Resources Department.

Sincerely,

Name

Department Head

c: Human Resources