

**Town of Needham  
Employment and Hiring  
Temporary/Seasonal Employment Policy #101**

**1. PURPOSE AND SCOPE**

The purpose of this policy is to define procedures for the hiring of temporary/seasonal employees, and to ensure that all departments are in compliance with federal laws, state statutes and town by-laws with regard to hiring, while maintaining consistency across Departments in terms of salary rates and benefits.

**2. APPLICABILITY**

This policy applies to all General Government departments.

**3. DEFINITIONS**

Refer to Policy # 100 Definitions for the definition of commonly used words and phrases.

**Temporary/Seasonal Employment** - Appointment to a position contained in the current Classification and Standard Rates of Compensation Schedule for a period not exceeding six (6) consecutive months.

**4. POLICY**

Department managers may appoint temporary and seasonal employees to titles contained in the Classification and Compensation Schedule in accordance with the procedures outlined below. Temporary/seasonal employees are not entitled to benefits such as health insurance, paid holidays, accrued leave, or step raises, regardless of the number of hours worked per week.

**5. PROCEDURES**

- 5.1 Temporary/seasonal appointments must not exceed six (6) consecutive months. A specified term of service must be stipulated prior to appointment.
- 5.2 Temporary/seasonal employees must be appointed to titles which are contained in the current Classification and Standard Rates of Compensation Schedule.
  - 5.2.1 Temporary/seasonal employees will be paid at the appropriate Schedule C rate, if any, or the entry level rate of the position to which they are appointed. Upon receipt of written request from a department manager, the Town Manager may adjust the rate of compensation for any temporary/seasonal position up to two (2) compensation grades in order to recruit or retain qualified temporary/seasonal employees.

- 5.2.2 Temporary/seasonal and administrative/support employees hired to complement existing departmental staffing will be paid at the entry level rate of the administrative/support position with the lowest classification grade in the department, unless a higher rate is approved by the Town Manager in accordance with section 5.2.1.

5.3 Compliance with Hiring Procedures

- 5.3.1 Department managers making temporary/seasonal appointments must follow the general hiring procedures outlined in the Employment and Hiring Policy # 107.

- 5.3.2 Department managers who expect to make a number of temporary/seasonal appointments in a given fiscal year are required to submit a "Blanket Certificate of Necessity" at the beginning of the fiscal year to cover one specific position (or class of positions) during that year.

- 5.4 Recruitment Expenses Subject to availability of appropriation and the advance approval of the Town Manager, department managers may make such reasonable expenditures as they deem necessary and proper for the travel and accommodation expenses for temporary/seasonal appointments to positions under their jurisdiction.

- 5.5 Per Diem Provision In lieu of the expense reimbursement provided in section 5.4, the Town Manager may authorize the establishment of a per diem to compensate a temporary/seasonal employee for costs associated with travel and accommodation.

- 5.6 Exceptions The Town Manager has the discretion to interpret and make exceptions to this policy in the best interest of the Town.