

APPROVED *James O. Williams*

RECRUITMENT OF CASUAL SUMMER POSITIONS

I. GENERAL

It is the goal of the Fairbanks North Star Borough (FNSB) to recruit, employ and retain the most qualified work force possible.

II. PURPOSE

This policy ensures that reasonable efforts are made to employ the most qualified applicants for the casual summer hire programs and outlines the process for filling casual positions.

III. RESPONSIBILITY

- A. Department Directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of each director, manager, supervisor or other employee who has hiring authority.
- C. Human Resources (HR) shall maintain this policy.

IV. POLICY

- A. The Borough has a recognized need to hire casual (temporary) employees in certain positions in the Parks & Recreation, General Services, Finance and Public Works Departments. The following job titles are covered under this policy:
 - 1. Architect/Engineer Interns
 - 2. Chena Lake Park Ranger Aide
 - 3. Finance Accounts Payable Temp
 - 4. Finance Audit Temp
 - 5. General Services Technician
 - 6. Landfill Equipment Operator
 - 7. Landfill Laborer
 - 8. Landfill Litter Patrol
 - 9. Maintenance General Laborer
 - 10. Park Laborer
 - 11. Pioneer Park Aide
 - 12. Pioneer Park Guide
 - 13. Summer Youth Laborer
 - 14. Summer Youth Supervisor
 - 15. Train Engineer
- B. Casual employee positions are defined in the FNSB Code of Ordinance 2.32.060(c) as positions that are temporary in nature not to exceed 1,040 hours in one calendar year. Casual employees are not eligible for fringe benefits.

- C. Casual employees successfully completing a summer season will be afforded the right to return to the same position the following year, provided the position is budgeted and available.

V. PROCEDURE

- A. Formal recruitments, per policy FNSB 65.02 will be completed by Human Resources to fill the casual summer positions.
- B. Once a casual summer position has been initially hired in accordance with the Borough's recruitment procedures, the employee may be eligible for rehire in the same position (held the previous year), provided the individual still meets all the minimum qualifications for the position, without having to go through the formal recruitment process.
- C. In March of each year, the employees who completed the previous summer work with a satisfactory performance report (as noted on the exit processing paperwork) will be sent a letter from Human Resources indicating their ability to return to the position they previously held.
 - 1. The employee is required to notify HR if they intend to return for another season.
 - 2. If the employee declines the offer to return, they are no longer on the call-back list.
- D. If the called-back employee is interested in another casual summer position, they are required to compete for the position through the normal recruitment process.
- E. All vacant positions not filled by returning casual summer employees, shall be advertised in accordance with the FNSB recruitment process.
- F. At the end of the summer season, each casual summer employee shall be formally evaluated at the time of termination to determine eligibility status for the next summer season. This shall be completed on the exit processing form.
- G. Any performance ranking below "meets expectations" will disqualify an employee from being called-back the next year. Being ineligible for call-back does not prohibit the employee from reapplying during the normal recruitment process.

VI. SUPPLEMENTAL INFORMATION

- A. References –
 - 1. FNSB Code 2.32.060
 - 2. FNSBEA Agreement, Article 2, Section 4 (B)
- B. Definitions – None
- C. Attachments –
 - 1. Fairbanks North Star Borough Exit Processing Form