

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER 4.05

PAGE 1 of 3

DATE 03/18/16

SUBJECT: SELECTION OF INDIVIDUALS FOR
TEMPORARY/SEASONAL AND RECURRING
PART-TIME POSITIONS

APPROVED:



OBJECTIVE: To establish a procedure for the selection of individuals to fill temporary/seasonal and recurring part-time positions to ensure a fair and open selection process.

STATEMENT: Temporary/seasonal and recurring part-time positions shall be filled by the department general manager/row officer under whom the vacancy occurs with prior approval of the budget/programs by the Chief Administrative Officer and after due consideration is given to the best qualified applicants who respond to advertising for these positions. Temporary full-time positions shall not exceed six (6) months in duration. Recurring part-time positions may work year-round but may not exceed 25 hours per week.

PROCEDURES:

1. Applicants for employment for these positions shall not be discriminated against on the basis of race, religion, color, national origin, age, gender, disability, veteran's status, sexual orientation, marital status, pregnancy, or genetic information. The best qualified applicants, as determined by the hiring managers, shall be considered for vacant positions.
2. The department general manager/row officer shall be responsible for establishing and maintaining staffing diversity within the affected classifications.
3. A formal outreach process will be utilized in order to make job opportunities available to a wide range of County citizens. At a minimum, positions will be announced on the County's website, Intranet portal, social media sites, local media outlets and the job information telephone line. The Office of Human Resources will develop a job announcement to be posted at posting locations. These announcements may be posted on a continuous basis or periodically as dictated by need.

In accordance with child labor laws, individuals age 14 through 17 are required to provide working papers in conjunction with their employment. Individuals age 14 and 15 must have the work permit signed by a parent or guardian. Individuals age 16 and 17 do not need a parent or guardian signature. However, in all cases, the work permit is a requirement for minors. It is the law that these work permits shall be on file and be made available to the Delaware Department of Labor upon request.

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4. Knowledge, skills, and abilities shall be the major consideration as it relates to the individual's ability to perform the essential functions of the position, with or without accommodation.
5. A selection process must be used to determine the best candidate and communicated to the Chief Human Resources Officer.
6. Applicants must complete formal County applications for employment; supplemental applications or questionnaires may also be used as needed. All new hire documentation other than the application for employment may be requested only of selected applicants. Selected applicants must pass a background check, rapid drug screen, driver's license check (if applicable) and nepotism policy review prior to their start date. Some positions will require a physical examination which must be passed prior to the start date. Applicants shall be responsible for completing the required information such as W-4, I-9, direct deposit form, and for providing copies of the driver's license, social security card, and other requested information.
7. At the time this paperwork is collected, new hires will also be provided with applicable County personnel policies and be required to sign indicating receipt.
8. Consistent with the Affordable Care Act, information on the health insurance marketplace must be provided to employees who are not eligible to participate in the County's health insurance plans. This information must be distributed to new part-time and seasonal employees, and its receipt has been incorporated into the process and the policy sign-off for those employees.
9. Temporary full-time seasonal positions shall not exceed six (6) months in duration. Recurring part-time positions may work year-round but may not exceed 25 hours per week.
10. Employees must complete the City of Wilmington Wage Tax Information Form. Employees who live or work within the City of Wilmington limits are responsible for ensuring that the appropriate deductions are withheld from their paychecks.
11. The hiring department will be responsible for ensuring that all new hire paperwork is forwarded to the Office of Human Resources in advance of the individual's start date and for ensuring that all new positions are within the department's budget.

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REQUIRED ACTION: The department general managers/row officers who are responsible for the filling of these positions and Human Resources staff are responsible for compliance with this policy.

Established: 05/15/01
Revised: 11/15/05
Revised: 03/18/16