

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 1.2

Subject: Auxiliary Employees

Effective Date: April 1, 1999
Revised 6-2-04; 2-3-05

Approved by: Kyle Hayes | 05/01/2021
City Manager | Date

Chris Catalina | 05/01/2021
Personnel Director | Date

I. PURPOSE

The purpose of this policy is to provide consistent hiring and salary guidelines for auxiliary employees.

II. DEFINITIONS

- A. Temporary/Seasonal - An employee hired to perform work for a specified period not to exceed three (3) months per year. An extension may be granted in unusual circumstances for an additional three (3) month period subject to the approval of the Personnel Department. A definite starting and ending date shall be provided via the Personnel Requisition form.
- B. Part-time - An employee hired to perform work on an ongoing basis, who usually works 20 hours or fewer per week.
- C. Intern - A high school or college student who is hired to perform work on an ongoing basis subject to their curriculum schedule. The employee may work forty (40) hours per week during summer months and holiday periods. This includes pages in the Library.
- D. Casual - An employee hired to perform work on an as needed basis for special purposes and/or events. These employees may work a varied number of hours per week; however, due to varying workload demands, these employees will not work on a continuous basis. These conditions will normally result in a gap or break in regular and continuous work hours.

III. RULES/PROCEDURES

- A. The Department Director and the Personnel Department shall follow the procedures outlined in the Hiring Process Policy when filling any vacancy.
- B. A work site orientation checklist (Attachment A) for each auxiliary employee shall be completed during the first four weeks of employment and submitted to the Personnel Department to become part of the employee's file.

- C. Auxiliary employees shall not be **regularly scheduled** to work more than 1,000 hours per calendar year.
- D. The pay rate for an auxiliary employee shall not exceed the maximum rate for that position as defined in the salary schedule in the Personnel Department.
- E. Auxiliary employees shall be paid at the base rate of pay for hours worked on holidays.
- F. Any emergency situation shall be reviewed with the Personnel Department as soon as the emergency occurs or is known in order that assistance and decisions regarding possible actions can occur.
 - 1. Auxiliary employees may be granted leaves of absence without pay in case of death in the immediate family or to attend the funeral of other than a member of the immediate family.
- G. Part-time and casual employees may be evaluated on an annual basis on their anniversary date.
 - 1. A part-time or casual employee may be granted an increase after one year from the date of hire.
 - 2. They shall be eligible to receive an annual increase not to exceed the established annual percentage during any performance rating period.

WORK SITE ORIENTATION CHECKLIST

Employee:	Position:	Hire Date:
Department/Division:	Supervisor:	

Supervisor must review and complete this form within the employee's first two weeks of employment.
(Note Date Completed After Each Item) Return to Human Resources for employee's personnel file.

- A. Job Description _____
 - a. Review/discuss the job description
 - b. Review/discuss job performance requirements, i.e. quality, quantity and timeliness of work
 - c. Relationship of work to other sections, divisions, departments or City
- 2. Work Procedure _____
 - a. Who delegates or gives instruction
 - b. What to do when leaving for lunch/break
 - c. Instructions from co-workers
 - d. Importance of asking questions when instructions are not clear
 - e. Use of City equipment/facility
- 3. Conditions of Work _____
 - a. Attendance
 - 1. Absence reporting - to whom, when and how
 - 2. Tardiness policy
 - 3. Explain effects of poor attendance and tardiness on performance
 - 4. Unacceptable behavior
 - b. Work Uniform
 - c. Safety
 - 1. Expectations and rules to follow
 - 2. What to do when an accident occurs
 - d. Drug/Alcohol Screening/Testing
 - 1. Discuss policy in general
 - 2. Any drug/alcohol conviction must be reported within 5 working days of the conviction (probation and deferred adjudication included)
 - 3. Failure to report may result in termination
 - 1. CDL Drivers
 - 2. Safety Sensitive Yes No
- 5. Compensation/Work Day/Work Week _____
 - a. Starting/quitting time
 - b. Break/lunch period
 - c. Salary per hour/month
 - d. Pay periods/pay days
 - e. Overtime/Comp time
- 6. General Information _____
 - a. Probationary Review, 6 months
 - b. Grievance procedure
 - c. Workers' Compensation
 - d. Standards of Conduct, Code of Ethics
 - e. Failure to comply with the City's rules and regulations may result in suspension or termination Harassment (sexual, hostile work environment, etc.)
- 7. Mail Service/Telephone Calls/PCs _____
 - a. Policy on personal mail and personal telephone/cell phone calls
 - b. Department pick up and delivery locations
 - c. Internet usage/email
- 8. Evacuation Policy/Procedure _____
 Essential Personnel Yes No
- 9. Departmental Policies and Procedures _____
 - a. Explain procedures that are unique to division/department operations
- 10. Discuss any policies not outlined above or scheduled for the next orientation phase _____
 - a. Other policies discussed: _____

- 4. Work Facilities _____
 - a. Introduction to co-workers
 - b. Tour of work area
 - c. Job posting location
 - d. Bulletin board - purpose/contents
 - e. Restrooms, break rooms
- 11. ID Badge Issued _____
- 12. Immunization/Vaccination (EMS Only) _____

Employee's Signature/Date

Supervisor's Signature/Date

Department Director's Signature/Date