

# City of Miami



## Administrative Policy Manual

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### APM 4-02: Temporary/Part Time Employees

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**Purpose** To establish guidelines for the employment, hours of work, and benefits for Temporary Full Time and Part Time employees.

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**Hours of Work** A. Part-time Employees

Part-time employees are not to work above thirty-five (35) hours a week unless authorized due to an emergency or otherwise approved by the Department of Employee Relations or the City Manager. Employees approved to work more than thirty-five (35) hours a week shall be paid at the employee's straight time hourly rate up to forty (40) hours. Employees approved to work more than forty (40) hours a week shall be paid one and one half (1½) times their hourly rate. Employees are not allowed to bank overtime hours.

B. Full-time Temporary Employees

Full-time temporary employees are not to work above forty (40) hours a week unless authorized due to an emergency or otherwise approved by the Department of Employee Relations or the City Manager. Employees approved to work more than forty (40) hours a week shall be paid one and one half (1½) times their hourly rate. Employees are not allowed to bank overtime hours.

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**Pay Rate**

- A. Compensation shall be paid at the equivalent hourly rate of pay established for the classification. Casual laborers, event workers, and other intermittent employees may be paid as recommended by the employing department and approved by the Director of Employee Relations. Any discrepancies shall be referred to the City Manager for final decision.
- B. Appointment rates and pay increases for full-time temporary employees shall be in accordance with prescribed rules for temporary employees determined by the Department of Employee Relations.

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# APM 4-02: Temporary/Part Time Employees, Continued

**Civil Service** Employees accrue no Civil Service rights.

**Grievance Procedure** Employees have no rights to grievance procedures.

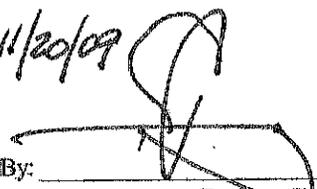
**Full Time Employment Opportunities** In accord with LMP 4-92, employees would receive selection preferences over persons who are not employees of the City of Miami.

**Benefits**

	Part-Time	Full-Time
Pension	No	No
Holidays	No	No
Overtime	Yes	Yes
Compensatory Time	No	No
Sick Leave	No	No
Vacation	No	No
Shift Differential	No	No
Earned Personal Leave	No	No
Insurance		
- Health	Limited as per resolution 04-00111	Limited as per resolution 04-00111
- Life	No	No
Anniversary Increases	No	No
Parking Space	No	No
Workers Compensation	Yes	Yes
- Supplement	No	No

Policy Number: APM 4-02

Date: 11/20/09

Issued By:   
**Pedro G. Hernandez**  
*City Manager*

<b>REVISIONS</b>	
<i>REVISED SECTION</i>	<i>DATE OF REVISION</i>
Created	10/19/06
Revised	08/2009
Revised	

**From:** Westall, Lynn **On Behalf Of** Martinez, Johnny  
**Sent:** Wednesday, June 05, 2013 10:52 AM  
**To:** Department Directors  
**Cc:** Martinez, Johnny; Alfonso, Daniel J.  
**Subject:** Part Time Employees  
**Importance:** High

To all Departmental Directors,

It has been brought to my attention that there may be some cases where "part time" employees are working in excess of 30 hours per week. Part time labor should be used primarily to fill in gaps of service coverage, to allow operational flexibility, and generally to assist the City in delivering services in an efficient and cost effective manner. Therefore; I am directing that part-time staff should not be scheduled to work more than 59 hours in any given pay period.

If your Department has the need to hire part-time staff due to operational needs and you have part-time employees exceeding the 59 hour per pay-period threshold, hire additional part-time staff; or consider requesting a full-time position if the function is year round, the operational needs warrant it, and if it can be achieved within your approved budgets.

The implementation of this policy shall be in place no later than July 1<sup>st</sup>, 2013.

Sincerely,

Johnny Martinez, P.E.

City Manager