

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY15-18**

**A RESOLUTION ESTABLISHING A POLICY AND PROCEDURE ON TEMPORARY
LABOR POOLS**

WHEREAS, City of Gustavus departments from time to time need to hire temporary labor for specific project work, for vacation relief, for training fill in, or for other needs; and

WHEREAS, the City of Gustavus follows a policy and procedure for temporary hires that requires temporary workers to be hired for the period of work needed and then terminated when the work is complete, in accordance with State and Federal labor law; and

WHEREAS, departments may have recurrent needs throughout an operating year to hire temporarily workers with specific skill sets; and

WHEREAS, efficiently recruiting, selecting, and hiring from, a pool of qualified temporary laborers allows City department heads to plan ahead, prepare for, hire, and terminate temporary labor efficiently, and now, therefore, be it

RESOLVED: The Gustavus City Council adopts a Policy and Procedure for Temporary Labor Pools, attached to this resolution.

PASSED and APPROVED by the Gustavus City Council this 11th day of May, 2015.



Mike Taylor, Mayor



Attest: Lori Ewing, City Clerk

**CITY OF GUSTAVUS
POLICIES AND PROCEDURES**

Temporary Labor Pools

POLICY

The City of Gustavus occasionally needs to hire temporary laborers for short-term projects, or for assistance during busy seasons, or for vacation relief or other fill-in during absence of a regular department employee. Such needs may occur discontinuously and with little advance notice. Temporary employees must be hired for such situations and then laid off at the conclusion of the assignment. For departments such as the DRC needing to make use of temporary laborers multiple times during the year, it is expeditious to be able to draw from a pre-screened labor pool available for as long as a year. The following procedure sets forth steps for making effective use of a temporary labor pool.

PROCEDURE

1. The department head or Mayor identifies the expected need for temporary labor during the year ahead.
2. The department head writes a job announcement, using the format for temporary positions provided in the Policy and Procedure for Temporary Hires. The announcement will describe the kinds of skills and job assignments that may become available for temporary hire in the department during the year and sets a wage rate for hires through the pool arrangement. Generally an announcement would be done once per year and the pool would be available for up to a 12 month period. The job announcement must indicate that inclusion in the pool is not a guarantee of work nor is an applicant committed to accepting any particular assignment that may become available.
3. The Mayor approves the plan for use of a temporary labor pool and the job announcement.
4. The department head posts the announcement for a specified time of at least two weeks.
5. Upon closure of the application period, the department head reviews the applications, checks references, and interviews as deemed necessary to determine which applicants qualify for inclusion in the pool.
6. The department head submits to the City Treasurer the names and applications of individuals deemed suited for inclusion in the pool for the period of effect.
7. The City Treasurer contacts approved pool applicants, invites them to complete forms such as W4 and I9 and to submit any required documentation needed to make them available for hire when funding and need require.
8. The department head notifies the Mayor, by e-mail or hardcopy, when there is a need for a temporary labor hire from the pool, the expected length of employment, and which pool member is best suited to the opportunity. Generally the department head should check with

the proposed pool member to ascertain whether the person is interested in and available for the particular assignment before recommending the person for the temporary hire.

9. The Mayor approves the hire and directs the City Treasurer to enter the employee onto the temporary payroll for the period of expected need. The City Treasurer generates the temporary labor agreement form and the Mayor signs it. The Mayor approves the hire, by e-mail or hardcopy, and directs the City Treasurer to enter the employee onto the temporary payroll for the period of expected need.

10. The department head may extend a temporary hire beyond the originally anticipated period using the provisions and form in the Policy and Procedure for Temporary Hire, if the work requires additional time and funding is available for it. However, extensions may only be made for continuous work periods. The use of extensions across discontinuous periods is not allowed.

11. The department head notifies the City Treasurer when the assignment is or will be complete and the Treasurer generates the termination notice for the temporary employee as of the completion date. If the termination date is clearly known at the time of hire, the termination notice may be prepared and signed coincidentally with the hiring paperwork. The Mayor signs the termination notice.