

CITY OF OMAHA
STATEMENT OF UNDERSTANDING
SEASONAL AND PART-TIME EMPLOYMENT

The following procedures regarding seasonal and part-time employment are provided for your information. Before you may be hired as a seasonal or part-time employee, you must read this **information and sign the statement below:**

1. **BENEFITS** – Seasonal and part-time employees receive no benefits from the City other than the hourly wage they are paid. Such employees are guaranteed no specific hours and job duties may vary depending on the department needs.

2. **DURATION OF EMPLOYMENT** –
 - 2.1. *SEASONAL EMPLOYEE* – The time limit for employment as a seasonal employee is up to twenty-six (26) consecutive weeks. Therefore, if you are being hired as a seasonal employee you will not be employed for a period of time greater than twenty-six (26) consecutive weeks and you are not allowed to work more than 1,456 hours in a year. In addition, seasonal employment may last less than twenty-six (26) consecutive weeks, depending on budgetary restraints, the needs of the City, or your job performance. Upon completion of your seasonal appointment, your seasonal employment shall be terminated. Before being allowed to be rehired by any City Department in a seasonal or part-time position, a former seasonal employee must have a break in service from City employment; (a) if you worked for twenty-six (26) consecutive weeks, then the break in service must be greater than or equal to twenty-six (26) consecutive weeks or (b) if you worked for less than twenty-six (26) consecutive weeks, then the employee may be rehired if (i.) the employee’s break in service was at least four (4) consecutive weeks; and (ii.) the employee’s break in service is longer than the employee’s immediately preceding period of employment with the City.

 - 2.2. *PART-TIME EMPLOYEE* – Part-time employees may work up to a maximum of twenty-eight (28) hours in a week and no more than 1,456 hours in a year. Once you reach this maximum number of hours, you will not be allowed to work until the start of the next year. Should a part-time employee leave City employment and seek to be rehired by the City, before being allowed to be rehired by any City Department in a seasonal or part-time position, a former seasonal employee must have a break in service from City employment; (a) if you worked for twenty-six (26) consecutive weeks, then the break in service must be greater than or equal to twenty-six (26) consecutive weeks or (b) if you worked for less than twenty-six (26) consecutive weeks, then the employee may be rehired if (i.) the employee’s break in service was at least four (4) consecutive weeks; and (ii.) the employee’s break in service is longer than the employee’s immediately preceding period of employment with the City. The above reemployment time limit rules for former part-time employees may be waived by the Human Resources Department based on the number of hours the part-time employee previously worked with the City in the same year but in no instance will such employee be allowed to work more than 1,456 hours in a year.

2.3. *TEMPORARY JOB* – The City job for which you have been hired is a temporary position and the employment relationship may be terminated at the discretion of the Department Head, with or without cause. This is not a permanent job, and you should not consider that you have any property interest in this job. You may be eligible for consideration for re-employment in the future. Nothing in your employment status, State law, City ordinance, or Union contract assures or guarantees your re-employment. No City supervisor or official has the authority to guarantee you anything different.

2.4. *REHIRE* – Once employment is terminated, you may or may not be eligible for re-hire but in no event are you assured or guaranteed re-employment.

3. **CLASSIFIED SERVICE** – Seasonal or part-time employees who are interested in full-time employment in the Classified Service must follow all rules and procedures that are outlined in Chapter 23 of the Omaha Municipal Code (Sections 23-191, 23-193, and 23-194). Candidates must first apply for the position with the Human Resources Department, after the Human Resources Department has posted an examination for the position. A candidate must then take and pass an examination conducted by the Human Resources Department. After taking and passing the Civil Service examination conducted by the Human Resources Department, the candidate’s name is placed on the eligibility list for this position in the order of your final earned examination rating, plus veteran’s credit where applicable. Vacancies are filled from this eligibility list. Because City Ordinance prescribes these procedures, there will be no exceptions. **No City employees, including supervisors and department heads, are authorized to promise an individual a position as a regular, Classified City employee.**

4. **WORK RULES** – You are responsible for knowing and following all City Personnel Policies, Executive Orders, Omaha Municipal Code provisions, Departmental/Divisional policies, procedures, and work rules. City Personnel Policies and Executive Orders can be accessed at <http://www.cityofomaha.org/humanresources/public-documents>; the Omaha Municipal Code can be accessed at <http://library.municode.com/index.aspx?clientID=10945&stateID=27&statename=Nebraska>; and Departmental/Divisional policies, procedures and work rules should be shared or given to you by your supervisor. By signing below, you agree that you will follow these rules.

I, _____ (PRINT NAME), CERTIFY THAT I HAVE READ AND I UNDERSTAND THE ABOVE INFORMATION AND ACCEPT IT AS A CONDITION OF MY EMPLOYMENT.

Signature: _____

Date: _____