

APPROVED *James O. Williams*

CASUAL EMPLOYEE POLICY

I. GENERAL

The Borough has ongoing need for casual (transient or temporary) employees in order to meet its employment demands to serve the citizens of the Borough.

II. PURPOSE

The purpose of this policy is to outline the employment conditions for casual employees hired by the Fairbanks North Star Borough.

III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the procedure set forth in this policy.
- B. Compliance with this policy is the responsibility of each director, manager, supervisor or other employee who has hiring authority.
- C. Human Resources shall maintain this policy.

IV. POLICY

- A. A Casual Employee is defined in the FNSB Code of Ordinance 2.32.060(c) as someone holding a position that is temporary in nature and not to exceed 1040 hours in one calendar year, unless the current assignment is to replace a regular employee on leave (including FMLA, leave of absence or paid leave). In such a case, the casual employee may be retained until the regular employee returns.
- B. Casual employees are not eligible for paid time off (holiday pay, personal holiday, leave, sick leave bank, etc.), retirement(except FICA), medical, hospitalization, life and accident insurance benefits extended to regular and term employees.
- C. Casual employees are covered under the Borough's Worker's Compensation coverage.
- D. Casual employees are covered by the Federal Insurance Compensation Act (Social Security), and therefore participate in the program.
- E. Casual employees are excluded from participation in the bargaining units.
- F. Recruitment of casual employees shall be in accordance with the Recruitment & Selection Hiring Policy, FNSB 65.02, and the Recruitment of Casual Summer Positions Policy, FNSB 65.22.
 - 1. The Borough may conduct pre-employment investigations for certain positions. Candidates for employment in these positions must have an

acceptable background check in order to be employed or retain employment with the Borough.

- G. Employees hired as casuals serve at-will, and can be terminated at any time without employment recourse. Nothing in this policy or Borough code shall be read as granting a casual employee an express or implied covenant not to be terminated except for cause.
- H. Casual employees hired as fill-ins with the expectation that their employment will cross calendar years, are restricted to working a maximum of 14 hours per week. This requirement excludes short assignments that are expected to terminate within the maximum hour limitations.
- I. Casual employees reaching the maximum hour limit in a calendar year will be immediately terminated, and will not be eligible for another casual position until the next calendar year, unless the current assignment is to replace a regular employee on leave (including FMLA, leave of absence or paid leave). In such a case, the casual employee may be retained until the regular employee returns.
 - 1. Under limited circumstances, and only with concurrence of the appropriate union and borough officials, casual employees may be granted an exception and allowed to work over the annual hour limit.
- J. Hours of work and schedules for a casual employee shall be established by his or her respective Department Director. Once scheduled to work, the casual employee is expected to maintain the set work schedule. If unable to report for work at the scheduled time, the employee must contact the supervisor as soon as possible; but, in no case will an employee be absent for more than one day without obtaining prior approval from the supervisor.
 - 1. The Borough's workweek runs from 12:01 a.m. on Monday and concludes at 12:00p.m. (midnight) on Sunday.
 - 2. Borough employees are paid on a bi-weekly basis every other Wednesday for the previous pay period, as established by the payroll calendar. However if a designated pay date falls on a holiday, employees shall be paid on the last working day preceding the holiday.
 - 3. Overtime must be pre-authorized by the employee's supervisor. Per the FNSBEA Collective Bargaining Agreement, overtime must be offered to regular employees before casual employees are assigned overtime hours.
 - a) Overtime is paid for any hours in excess of 10 hours in a workday or 40 in a workweek.
 - b) Overtime pay shall be calculated at a rate of one and one-half times the employee's base hourly rate for overtime worked.
- K. Compensation for casual employees is based upon the following:
 - 1. A casual pay grade and salary table is established for casual positions which are non-exempt under the federal Fair Labor Standards Act.