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 12:00 p.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.
2. Exempt level compensation will be determined by the Mayor's office in conjunction with Human Resources, and will be established and paid as an hourly rate.

L. If a casual employee is required to travel on Borough business, Borough Code 2.32.230 and the Travel Policy FNSB 35.01 will govern.

M. Casual employees are subject to the Ethics Code 6.32, and Relatives in the Borough Service Ordinance 2.32.250.

N. Casual employees are subject to all Borough Policies and Procedures, with the exception of the Employee Discipline Policy. Casual employees are at-will employees and therefore discipline may be administered as appropriate, up to and including termination of employment for a first offense. Any employment action taken against a casual employee will be reduced to writing and placed in the employee’s personnel file.

O. Conduct of Casual employees is to be professional and should reflect favorably on the Borough. Employees shall be neat and clean in appearance and dress in a manner that conveys a favorable public projection and matches the type of work being performed.

1. Employees shall deport themselves in a manner appropriate to public servants, dealing with the general public and colleagues in a courteous, efficient and helpful manner.

P. Employees are required to perform work in a safe manner and to use appropriate safety equipment as required. Any intentional or negligent misuse of Employer-provided safety equipment shall be grounds for termination.

1. If the employee believes the equipment or work area is unsafe, they shall report to the immediate supervisor or Division Manager in charge of the area, and Risk Management (459-1344) who shall take immediate steps to jointly investigate the complaint and institute timely corrective action as necessary to correct the hazard.

V. PROCEDURE

A. Hiring casual employees shall be in accordance with the Borough Policies FNSB 65.02, Recruitment & Selection and FNSB 65.22 Recruitment of Casual Summer Positions.

B. At hire, each casual employee will be given a copy of this policy.

C. Specific terms of employment (job title, hourly wage, start date, expected duration, etc.) shall be in writing on a Personnel Action Form.

D. Upon termination, the employee will be notified of their rehire eligibility as addressed in FNSB 65.12.
VI. SUPPLEMENTAL INFORMATION

A. References –
   1. FNSB Code 2.32
   2. FNSB Code 6.32
   3. FNSB Policy 65.02 Recruitment & Selection Hiring Policy
   4. FNSB Policy 65.12 Rehire Eligibility Policy
   5. FNSB Policy 65.22 Recruitment of Casual Summer Positions Policy
   6. FNSB Policy 35.01 Travel Policy
   7. FNSBEA Collective Bargaining Agreement
   8. Laborer's Local 942 Collective Bargaining Agreement
   9. ASEA/AFSCME Local 52 Collective Bargaining Agreement
  10. Fair Labor Standards Act

B. Definitions –
   1. Calendar Year means a 12-month period beginning January 1\textsuperscript{st}, and ending December 31\textsuperscript{st}.
   2. Casual Employee means a person who is employed in a casual (temporary) capacity that does not exceed 1,040 hours in a calendar year. Casual employees exceeding the annual hour limitation in a calendar year will be immediately terminated from borough casual employment for the remainder of the 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. Casual employees are not eligible for any fringe benefits.
   3. Personnel File means a file maintained in the Human Resources Department which contains complete personnel records of all employees.

C. Attachments – None

D. Revision History –

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