

TEMPORARY CITY EMPLOYMENT INFORMATION AND ACKNOWLEDGEMENT

IMPORTANT: Every temporary uncertified employee of the City must read and sign this form when hired.

WHAT IS A TEMPORARY EMPLOYEE? You have been hired to perform job duties for the City of Minneapolis on a *TEMPORARY BASIS*. Reasons for hiring this way include such things as:

- Overload Work
- Special Short-term Projects
- Temporary replacement for a permanent City employee
- Temporarily filling a vacant position until it can be filled permanently through the Human Resources examination and eligible list process.

City departments have the authority to hire non-City employees to fill these kinds of positions to accomplish the work of their departments.

YOUR STATUS: As a Temporary Employee you have not been hired through the usual competitive Civil Service process and, therefore, **you do not have permanent status nor any guarantee to continued employment.**

PAYROLL DEDUCTIONS AND PAYCHECKS: Paychecks are mailed every two weeks on Friday. Normal payroll deductions such as federal and state taxes, will be withheld from your paycheck. If you work beyond six months, you will be required to pay into the Public Employee's Retirement Association (PERA). After leaving City service, you may request a refund of the retirement portion of these deductions. You may also be required to pay union dues, depending on the job classification and how long you work. You will be paid at the first step of the Civil Service job classification for which you were hired. As a temporary employee, you are **not eligible for benefits such as sick leave, vacation or holiday pay, hospitalization insurance or other benefits.**

HOW LONG CAN I WORK AS A TEMPORARY EMPLOYEE? The department you work for will determine how long they need you. Your employment may end sooner, depending on the needs of the department. Temporary employees can be employed *UP TO SIX (6) MONTHS*, but there is no guarantee that you will be needed or kept on that long. There may be situations that require extending the length of time you work, but this still does not give you permanent status. If you have questions about your status as a temporary employee, contact your supervisor, your department personnel representative, or the Human Resources Department.

Additional Information that applies ONLY to Trade Employees Hired under Contractual Agreement between the City and the Hiring Hall: If you have been hired under a contractual agreement between the City of Minneapolis and a Trade Union, your **pay and benefits** will be comparable, to the extent permitted by law, to any other "Hiring Hall" position you may accept, except with respect to overtime and/or premium or penalty pay provisions. You will be paid the applicable negotiated rate of pay. Generally, the City of Minneapolis pays overtime and one and one-half (1-1/2) times the hourly rate of pay for all hours worked over eight (8) per day or over forty (40) per week. Your **fringe benefit deductions** will be sent to the applicable Health and Welfare fund. Also, the six-month limitation on temporary employment does not apply to those hired under contractual agreements with the Trade unions. All other information on this sheet is applicable to Temporary Trades Employees except insofar as it is different from the provisions listed here.

HOW TO GET A PERMANENT JOB WITH THE CITY: You must apply for permanent positions through the Department of Human Resources, at 250 South 4th Street – Room 100, Minneapolis, MN. To find out about jobs currently open for application, call the **Job Hot Line at (612)673-2489, category 11, or check out our job openings at the City of Minneapolis Web site at ci.minneapolis.mn.us.** For more information about the hiring process call (612)673-2282.

I have read and understand the above information and sign my name to acknowledge this:

Temporary Employee's Signature:	Date:	Supervisor's Signature:	Date:

DISTRIBUTION: WHITE: HUMAN RESOURCES

YELLOW: EMPLOYEE

PINK: DEPARTMENT