

CITY OF DIAMONDHEAD

SEASONAL EMPLOYMENT

I. PURPOSE

The City of Diamondhead desires to establish a seasonal employment program. Program benefits include, but are not limited to, 1) the opportunity for young adults to gain work experience, skills, work habits and increase family income; 2) allow the City to employ additional workforce on a temporary basis.

II. POLICY

The Seasonal Employment Program shall begin April 1 and end August 31. Any employee hired pursuant to the Seasonal Employment Program shall be classified as temporary, subject to Fair Labor Standards Act and subject to employment processing in the same manner as full-time employees, unless otherwise indicated herein:

- a. Seasonal Employees shall be 17 year of age or older on or before the first day of employment and shall be a full-time student enrolled in high school and/or college-level study.
- b. Prospective Seasonal Employees shall not be subject to criminal background inquiry but rather must provide two (2) letters of recommendation from non-family adults (school administrator, teacher, neighbor, family friend, etc.)
- c. Applicants must be in good academic standing and shall adhere to all applicable policies, including but not limited to, conduct and social media, in the same manner as full-time employees.
- d. Seasonal employees are not eligible for voluntary or involuntary benefits.

- e. Seasonal Employees are permitted to work up to, but in no case exceed, 40 work hours weekly.
- f. Employees hired pursuant to this policy shall not operate city-owned vehicles and other equipment exclusive of lawnmowers and other lawn care equipment.
- g. Seasonal Employees shall be paid an hourly rate established by the City Manager and approved by the City Council. Compensation shall be made to Seasonal Employees for actual hours worked; there shall be no compensation for holidays, sick leave, vacation leave or instances in which the City has delayed, released early or cancelled work due to acts of nature or any other unforeseen event.