

Seasonal Employee Policy

Policy Statement

The City of Willard recognizes the need for seasonal employees to support operations during peak periods. This policy establishes guidelines for the hiring, duration, and employment conditions of seasonal employees.

Definition

A seasonal employee is an individual hired to perform duties related to specific seasonal needs. Seasonal employment is time-limited and does not guarantee reappointment in future seasons. Seasonal employees serve at the will of the appointing authority and may be removed at will without notice, cause, or hearing.

Employment Duration and Reapplication

1. Seasonal employees are employed only for the designated season or time period specified at the time of hire. At the conclusion of their employment period, they must reapply for any future seasonal positions.
2. The employment period may be:
 - Defined by a particular season (e.g., summer, summer and fall); or
 - Connected to a specific date range as outlined in the offer of employment.
3. The employment period must be clearly stated in a written offer letter, with a copy retained in the employee's HR file.
4. In the absence of a clearly communicated end date, seasonal employment shall not exceed six (6) months.
5. Any extension beyond six (6) months requires written approval from both the Chief Financial Officer (CFO) and the City Administrator (CA), provided the employee meets all ongoing employment eligibility requirements as determined by the HR Director.

Employment Status and Conditions

1. Seasonal employment does not confer any expectation of continued employment or reappointment.
2. Seasonal employees are ineligible for benefits available to regular full-time employees unless expressly stated otherwise.
3. Seasonal employees must comply with all City policies and procedures governing workplace conduct and safety.

Health Insurance Eligibility

1. Seasonal employees **who work six months or less** are **not subject to the ACA Initial Measurement Period (IMP)** and are **not eligible** for employer-provided health insurance benefits under ACA rules.
2. If a seasonal employee is **hired with the expectation of working more than six months** and averages **at least 30 hours per week or 130 hours per month**, their hours must be tracked using an **Initial Measurement Period (IMP)** of **12 months**, beginning the first of the month after their hire date.
3. If an employee **exceeds six months of employment in a 12-month period**, they may become subject to ACA eligibility tracking and should be monitored for potential benefits eligibility.
4. If a seasonal employee qualifies for health insurance under the IMP, they must be offered coverage during the **subsequent Stability Period** (12 months), even if their hours are later reduced.
5. A seasonal employee who has a **break in employment of 13 weeks or more** is treated as a **new hire**, and their IMP resets. If they return before 13 weeks, prior hours may count toward eligibility.
6. The **Human Resources Department** is responsible for tracking seasonal employees' hours and ensuring compliance with ACA regulations.

Oversight and Administration

1. Department heads must ensure seasonal employees are informed of their employment duration and conditions at the time of hire. All terms shall be clearly stated in a written employment offer letter, and a copy shall be retained in the employee's HR file.
2. In the absence of a written employment offer letter, a seasonal employee's hire status may be terminated at any time with or without notice.
3. The HR Director shall oversee the hiring, reappointment, and benefits eligibility process to ensure compliance with this policy and applicable employment laws.
4. Nothing in this policy shall be construed or interpreted to change the at-will nature of employment of a seasonal employee at any time during their employment with the City.