



## **SUBJECT: Recommendation for Adoption of Seasonal Employee Ordinance**

### **Introduction**

The City of Willard recognizes the need for seasonal employees to support municipal operations during peak periods. However, the current lack of clear guidelines regarding the hiring, employment duration, and conditions of seasonal employees creates inconsistencies in employment practices. To address this issue, I recommend the adoption of the attached ordinance establishing formal regulations for seasonal employees.

### **Key Provisions of the Ordinance**

#### **1. Definition of Seasonal Employment**

- Seasonal employees are temporary, time-limited hires who do not have an expectation of continued employment or reappointment.
- They serve at the will of the appointing authority and may be removed without notice, cause, or hearing.

#### **2. Employment Duration and Reapplication**

- Employment is limited to a defined season or a specified date range outlined in the employment offer.
- Seasonal employment shall not exceed six (6) months unless approved by the Chief Financial Officer (CFO) and City Administrator (CA).
- Individuals must reapply for future seasonal positions after their employment period ends.

#### **3. Employment Status and Conditions**

- Seasonal employees are ineligible for benefits granted to regular full-time employees unless expressly stated otherwise.
- They must comply with all City policies regarding workplace conduct and safety.

#### **4. Oversight and Administration**

- Department heads must ensure seasonal employees receive a written employment offer outlining the duration and conditions of employment.
- The Human Resources (HR) Director will oversee hiring and compliance with the ordinance.

# CITY OF WILLARD, MISSOURI

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## Recommendation

Formalizing these policies through an ordinance ensures fairness, clarity, and administrative consistency in the employment of seasonal workers. It also provides necessary oversight and prevents prolonged temporary employment beyond six months without proper approvals.

I recommend that the Board of Aldermen approve the attached ordinance to establish clear, enforceable guidelines for seasonal employees.

## Next Steps

- Discussion and review by the Board.
- Any necessary modifications based on feedback.
- Formal adoption of the ordinance at the next scheduled meeting.

Please review the attached ordinance and feel free to provide feedback or request clarifications. I appreciate your consideration of this matter.

Should the Board identify concerns or wish to make adjustments, I recommend raising these before the first reading to allow for revisions prior to adoption.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Wesley Young', is written over a faint, larger version of the same signature.

Wesley Young, MPA, CPM  
City Administrator  
City of Willard