



## Human Resources Policies and Procedures

|               |   |                |        |
|---------------|---|----------------|--------|
| Policy Title: | <b>Employment in more than one position with the City</b> | Policy Number: | 3.8    |
| Effective:    | October 30, 2005  |                |        |
| Supersedes:   |   |                |        |
| Approval:     | <i>Carl R. Patton</i>                                     | Page           | 1 of 2 |

### 1.0 Scope

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Full-time          | <input checked="" type="checkbox"/> Salaried     |
| <input checked="" type="checkbox"/> Part-time          | <input checked="" type="checkbox"/> Union        |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

*Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.*

### 2.0 Purpose

To protect the City of Ann Arbor against potential violations under the Fair Labor Standards Act.

### 3.0 Policy

- 3.1. Full-time employees are precluded from holding more than one job with the City at any one point in time unless circumstances exist where such a condition would benefit the organization.
- 3.2. Part-time employees may hold more than one job with the City at any one point provided:
  - A. The total hours worked per day/week by an employee in all part-time positions held will not exceed forty (40) total hours per week.
  - B. Each part-time position held by an employee will be dissimilar and/or within a different salary classification/salary group.

#### DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

- C. Employees holding more than one part-time position must designate one of the positions as their primary position upon offer of employment.

#### **4.0 Responsibility**

Human Resources Services will monitor compliance with this policy at all locations. Each Service Area Administrator will implement this policy within his or her own area. It is the responsibility of each employee to follow this policy and abide by its intent.

#### **5.0 Procedures**

- 5.1 When management desires to hire a regular part-time employee to work in a second authorized position they should:
  - A Discuss the impact of the hiring with the employee's current Service Area Administrator and/or manager.
  - B. Discuss potential scheduling conflicts with the employee's current Service Area Administrator and/or manager.
  - C. Analyze the potential impact on overtime pay, benefits costs, and other budgetary impacts.
  - D. The Service Area Administrator and/or manager from each service unit should discuss these situations in advance with Human Resources Services for specific guidelines governing employment by two City units.
- 5.2 When Service Area Administrators and/or managers would like to hire a regular full-time employee to work in a second authorized position they shall first seek approval from Human Resources Services.

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