

Organizational Policy

LIMITED TERM EMPLOYMENT

Purpose

The City of Rochester provides departments with the flexibility to temporarily employ individuals in non-permanent, short-term positions to meet the operational needs of the City. This policy establishes reasons to create a limited term role, recruitment requirements, the selection process and benefit eligibility for these positions.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

Scope

Departments may elect to fill a limited term role for the following reasons:

- Emergency situations
- An immediate need for a non-budgeted opening
- Vacancy is of temporary nature
- Cover one or more leaves of absence
- The employment is funded by a grant or other independent funding for a set duration

Employees hired for one of the above reasons will be hired for a set duration of time based on the department's needs. Limited term roles must be scheduled to work more than 14 hours per pay week or exceed 67 days in a calendar year. Employees working in limited term roles will be considered public employees under Minn. Stat. § 170.03, subdiv. 14.

Employee work hours may be flexed due to business need, performance, and supervisor approval. Flexing of hours must occur within the same pay period and cannot result in overtime (I.e. if an employee is scheduled to work 20 hours per week, they may have the ability to work 17 hours one week of the pay period and 23 the other).

The department must obtain City Council approval if additional funds are needed. The Department Head and Human Resources Director, or designee, must approve any extension of the employment period prior to the original expiration date. The City reserves the right to end employment before the originally scheduled end date.

Process/Procedures

The following steps must be completed to hire a limited term employee:

1. Job description/class specification must be created for the position. The duration of the position is to be established.
2. Position must be posted for applications on the City's online applicant tracking system.
3. Selection procedures must be in compliance with applicable federal and state laws, as well as City policy.
4. The department head or designee reserves the right to select the candidate best suited to fill the vacancy.

5. All contract language and/or City policy language on employment selection, pay, etc. is to be followed, along with any state and federal employment laws.
6. Once employment ends the department shall initiate a Personnel Action Form (PAF) to terminate employment.

Benefits

Employees whose length of employment is scheduled to last one year or more AND who will consistently work a .50 full-time equivalency (FTE) ¹ or greater, will be eligible for benefits. This includes insurance benefits, accrued leave time and holiday pay. Benefits will be prorated based on the number of regularly scheduled hours per week in accordance with the City of Rochester benefit plans. Failure to maintain the scheduled FTE will result in the loss of benefit eligibility or additional proration of benefits. If a limited term role is initially expected to be less than one year in length but is then extended, resulting in the position lasting more than one year in total, the employee will be offered benefits to begin the first of the month following the date the extension was deemed necessary.

Employees working less than one year are only eligible for applicable benefits the City is required to provide by law, such as Earned Sick and Safe Time (ESST), Public Employee Retirement Association (PERA) and workers compensation.

Definitions

PAF: Personnel Action Form, which documents changes related to the employee's employment.

Policy revisions approved by City Administrator:



Alison Zelms

12/04/2025

Date

Policy History

Current Revision: 11/20/2025

Previous Revision(s): 12/26/2023

Associated Form(s)

- Personnel Action Form

The forms associated with this policy can be found on RW - Human Resources – Forms

Legal/Statutory Authority

- Minn. Stat. § 170.03

¹ A .50 FTE is equivalent to 20 hours per pay week or 40 hours per pay period.