



Human Resources

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DATE: August 31, 2021

TO: Civil Service Board

FROM: Aimee Ott
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SUBJECT: Request for 2021 calendar year temporary employment period for one individual to exceed 67 days in two separate temporary positions.

Civil Service Code

Sec. 13-30. Temporary Positions

During any calendar year, no person shall be employed in a temporary position as defined by the Minnesota Public Employment Labor Relations Act (PELRA) for more than 67 days worked; no person shall be employed in more than one temporary position during a calendar year for a total period that exceeds 67 days worked without board approval. (Added by Ord. No. 10213, 4-1-2013, § 9.)

Background Information

Sophia Grenz was employed over the winter with the Parks & Recreation Division as a 67-day non-bargaining unit temporary Recreation Instructor. She was hired January 8, 2021, and completed her temporary assignment on April 21, 2021.

The Parks & Recreation Division's recreation program load changes seasonally depending on the time of year, which affects the number of hours available for non-bargaining unit staff. Parks & Rec runs programs where multiple staff can be needed at once, and hours can range from being only a few days and a few hours per week to a more consistent weekly schedule. At this time, Parks & Rec hires temps under the Recreation Instructor title, which refers generically to Recreation Programs, but does not specify how the programs differ from one another from season to season.

Sophia's role in the winter as a Recreation Instructor was mainly focused on staffing the Bayfront Family Center Warming House/Ice Rink. Duties included leading staff at Bayfront Warming House, handing out and sanitizing ice skates, running the concession stand, and assisting with other recreation programs as able/assigned.

During her previous employment with the City, Sophia proved herself to be a dependable employee and strong team member with a willingness to learn. Parks & Recreation would like to hire Sophia this fall as a Recreation Instructor, which will assist mainly with fall sports leagues (flag football, kickball, etc.), and other fall recreation programs as needed. As Parks & Rec has already invested time into her training as a Parks employee, and the fact that Sophia proved herself to be a great employee, they believe hiring her would be a benefit to the Parks & Rec team this fall.

Recommendation

Based on the above information, and in accordance with Section 13-30 of the Civil Service Code, I recommend that the Civil Service Board approve the 2021 calendar year temporary employment period for Sophia Grenz to exceed 67 days in two separate temporary positions.