

SNICE Seasonal Temp and SNICE Seasonal EO Practices

Subject: Hiring **SNICE Seasonal Temps** and **SNICE Seasonal EO's** for Snow and Ice Removal.

Practice: District Engineers may hire qualified persons as 'seasonal workers' to serve as back-up support to the District for Snow and Ice removal provided the following criteria is met.

This SNICE season KDOT will offer two types of employees to assist in snow and ice operations. As you are hiring these positions PLEASE be sure to use the correct job coding and dollar amount for each SNICE position on the DOT 20A and other forms. There are two separate agreements that will be used depending on which position the applicant chooses.

1. **"SNICE Seasonal Temp"** positions will be established in SHARP, with **Job Code 026811**, as an **unclassified** position limited to 999 hours of employment, and are Overtime eligible, but are **NOT** benefits eligible positions. The position **WILL** require a Pre-employment Drug Test but will **NOT** be require a Pre-employment Physical Test. We are relying on the Supervisors assessment that the candidate can perform the required tasks. Employees will be paid at a rate of **\$20.50/hour**, for actual hours worked and will be required to perform the jobs listed on the "SNICE Seasonal Temp Agreement" form.
2. **"SNICE Seasonal EO"** positions will be established in SHARP, with **Job Code 026812**, as an **unclassified** position limited to 999 hours of employment and are Overtime eligible, but are **NOT** benefits eligible positions. The position **WILL** require a Pre-employment Drug Test **AND** a Pre-employment Physical Test which must be passed at a level 4. Employees will be paid at a rate of **\$26.00/hour**, for actual hours worked, and will be required to perform the jobs listed on the "SNICE Seasonal EO Agreement" form.
 - Both positions will require a "current" Tax Clearance Certificate and a paper application.
 - These positions must be coded as CDL-required in SHARP.
 - Per SOM, 2.1.1 "Eligibility for Employment", individuals under 18 years of age are prohibited from employment as field personnel.
 - Persons hired into these positions must be authorized to work in the United States and must submit the acceptable documents that establish eligibility within three days of hire by completing the federal Form I-9, "Employment Eligibility Verification."
 - Persons hired into these positions will require documentation as outlined in the **"SNICE Seasonal Temp Checklist."**
 - Persons hired into position must meet the following requirements:
 - Training and/or experience operating a dump truck.
 - Upon hire, must possess at least a Class B CDL with airbrake option at minimum, and maintain it as a condition of employment per SOM, 2.1.9 "Commercial Driver's License. (KDOT will not pay for or reimburse employee for their CDL).
 - Must provide a reliable phone number to Supervisor.
 - Must be willing to work on an "As Needed" basis determined by the District Engineer. Must be willing and available to work 12 hour shifts as determined by the District Engineer.
 - Must be prepared to dress in Work Clothing appropriate to the weather and environment including work boots. (Agency will not provide PPE reimbursement).
 - Must be available for paid pre-duty training as identified by the District.

- Both positions will be hired on a conditional basis pending completion and passing of a pre-employment drug test and other prerequisites as outlined in SOM 2.1.10, “Drug and Alcohol Testing Program.”
- Persons hired into these positions will be subject to random drug and alcohol testing as outlined in SOM 2.1.10, “Drug and Alcohol Testing Program.”
- All applicable testing forms must be completed including:
 - DA 290
 - DA 291
 - DA 299 (including previous KDOT SNICE employment)
 - DA 316 (if there is a CDL employer listed that has not been checked previously)
 - DA 323; and
 - DOT 0055 (Version 080316 – note Part A – temporary positions need the FMCSA pamphlet only), and the federal Custody and Control Form.
- Any violation of the “Drug and Alcohol Testing Program” will result in termination of employment.
- **Stand-by and Premium pay will not be applicable.** Therefore, when hiring a temporary for SNICE, please use the Action/Reason code “HIR/VAC (for a new hire) or REH/REH (for a rehire).
- Incumbent will be terminated at the end of the SNICE season.

Please contact Dwight Radke, Assistant Director of Operations, or your local District HRP for additional information or with questions.