



Temporary Employee Procedure

Change Control

		Human Resources Department	
Effective Date		October 1, 2015	
Approval	Date	September 24, 2015	
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	Title	Director, Human Resources / Civil Service	
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Purpose

This procedure is to provide clarification and procedures on the various types, purposes and time frames for use of temporary employees. This procedure will hold departments accountable for managing temporary employees. It is not intended to terminate and rehire a temporary employee for the purpose of following this procedure.

Policy

This procedure will define the different categories for temporary employees, number of hours an employee may work in one of these categories and the process for employment of these employees. It will also define the benefits an employee of this type is or is not eligible to receive.

Definitions

- 1) **Intern** – an individual enrolled in an accredited educational institution (including high school, university or college, vocation or trade school), and hired to develop job skills, clarify career direction or gain specific skills while completing educational requirements.
- 2) **Seasonal employee** – a temporary employee that may have work that recurs during peak season times. These employees will be placed in positions that are considered non-continuous and will be designated by personnel status. Work season will be defined by Department and Human Resources.
- 3) **Pooled employees**- temporary positions may have multiple employees occupying them. Because these positions are not authorized budgeted positions, many employees may be in one position number. However, temporary pooled employees are assigned a personnel status of “Temporary”, “Seasonal”, or “Intern”.
- 4) **Project Based Employee** – a temporary employee filled to respond to a short term increased workload due to an additional project or special initiative which may extend beyond 1040 hours in a rolling 12 month period. These employees should have a fixed-term defined on the Request for Temporary Extension Form to work beyond 1040 hours in

a rolling 12 month period. Departments must specifically identify the project and completion date.

- 5) **Retiree** – a former employee, who has or is receiving, benefits as a retiree from TMRS. This person has not suspended his/her retirement benefits.
- 6) **Rolling 12 Month Period** – an employee works for the City as a non-regular full or part time employee can work up to 1040 hours as of the date of hire in a rolling 12 month period.
- 7) **Temporary Employee** – an employee that is not in a regular budgeted position. Temporary employees work part or full time hours. This includes seasonal, intern, retiree or project based temporary employees. Any individual employed for a period of time which usually does not exceed 1040 hours in a rolling 12 month period or for some longer period when the position requires non-continuous, but repetitive short term assignments. A temporary assignment can end at any time depending on the employer's need.
- 8) **Temporary Position** – position is not part of the adopted city budget authorized by Council. Funds may be available for temporaries but there is no authorized position. Employees are pooled in temporary positions numbers.

Roles and Responsibilities

Department Managers – Hire and manage temporary employees and adhere to these guidelines. Review temporary reports each quarter from HRD to monitor hours worked. Request FTE if need extends beyond 2080 hours in a rolling 12 month period.

Department Human Resources Liaison – Monitor the number of hours worked for temporary employees ensuring that required extension request are submitted to the Human Resources Director for approval before a temporary employee reaches 1040 hours in a rolling 12 month period. For extension requests requiring HR Director and Assistant City Manager approval because a temporary is approaching 2080 hours in a rolling 12 month period, extension request should be sent prior to the temporary reaching 2080 hours. Work with department management to request authorized positions when appropriate for temporaries that have a continuous business need beyond 2080 hours in a rolling 12 month period.

HR Representative – Provide a quarterly report to each department of temporary employees and hours worked. Provide a report to the Budget division of employees that have reached the 2080 hours in a rolling 12 month period.

HR Director or designee – Review reasonable requests to extend a temporary employee beyond 1040 hours in a rolling 12 month period when accompanied by either (1) a supporting request to add a position in the next budget cycle, or (2) to have a project temporary employee. A Project Temporary Request Extension Form should include the name of the project and a fixed completion date.

In conjunction with the Assistant City Manager, the HR Director or designee has the authority to extend beyond 2080 hours in a rolling 12 month period when there is a confirmed business need.

Assistant City Manager (ACM) - In conjunction with the HR Director, the Department's ACM has the authority to extend beyond 2080 hours in a rolling 12 month period.

General Guidelines

Category	Department Approval	Extension Approval
Temporary employee/continuous (project/short assignment) and non-continuous (seasonal)	<p>Department Director Approval</p> <p>An employee that is not in a regular budgeted position. Not to exceed 1040 hours in a 12 month rolling period.</p>	<p>HR Director or designee review and approval after 1040 hours in a rolling 12 month period.</p> <p>HR Director and ACM approval beyond 2080 hours in a rolling 12 month period. For temp employee that is continuous, Department Director should consider requesting position in next budget cycle for requests exceeding 2080 hours in a rolling 12 month period.</p>
Intern	<p>Department Director approval through internship program.</p> <p>An employee that is not in a regular budgeted position. Not to exceed 1040 hours in a 12 month rolling period.</p>	Department Director approval
Project Temporary (includes grant funded positions)	<p>Department Director approval</p> <p>Must have fixed term and must state name of project. Limited to Project completion date or grant end date. May be a retiree.</p>	HR Director and ACM approval beyond 2080 hours in a rolling 12 month period.

Department Requirements

Departments requesting to extend a temporary employee beyond 2080 hours in a rolling 12 month period must first evaluate other options including reprioritizing or redistributing work among existing employees, so the need is met. Departments should consider requesting an FTE in the next budget. ACM approval is required for an extension beyond 2080 hours in a rolling 12 month period.

Effect on Employee Benefits and Pay

Temporary employee benefit information can be found in the Employee Benefits Guide. In general, temporary employees are not eligible for medical or dental benefits, life insurance, retirement or paid vacation or sick leave.

Temporary employees pay OASDI and Medicare.

Hiring Procedure for Temporary Employees

Step One:

1. Department will notify HR Representative that they need a temporary position. HR Representative will either post a position or use an existing temporary position.
2. Temporary applicants will complete an on line employment application for the temporary position posted.
3. Department will notify HR that they have selected a temporary employee.
4. HR Representative will provide salary offer and hire date to the Department.
5. Once job is offered and accepted, Department will notify HR to complete the onboarding process.
6. Department will provide an orientation for temporary employee to include department and City wide policies and procedures.

Step Two:

Human Resources

1. Review the temporary employees who are identified in a seasonal or temporary position to ensure that their roles are non-continuous and do not exceed 1040 hours in a rolling 12 month period.
2. Verifies that temporary employees working more than 1040 hours in a rolling 12 month period have an approved extension.
3. Send report to the Budget division when a temporary employee exceeds 2080 hours in a rolling 12 month period.

Department

1. Review the report of temporary employees quarterly to identify employees that are approaching 1040 or 2080 hours in a rolling 12 month period.
2. Complete a Request for Temporary Extension Form, when needed, and send to the HR Director. For project temporary employees, include the fixed term or employment, the completion date of the project, the name of the project and the role of the employee for Project Temporaries.
3. Request a FTE(s) for a temporary position that will exceed 2080 hours in a rolling 12 month period.
4. Ensures timesheets are completed and monitors all temporary employee work hours.

Prohibitions

Maximum allowable time a temporary employee may work will be counted in hours worked in a rolling 12 month period. No temporary employee may work continuously beyond 2080 hours in a rolling 12 month period without an approved extension.