



Temporary Employee Procedure

Human Resources Department			
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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, the 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) **Break in Service** – Temporary employment break-in-service is defined by separation from employment of thirty (30) days or more.
- 2) **Employment hours and schedules** – temporary employees may work up to 1,000 hours per temporary employment period. Work hours may be scheduled based on department needs. Departments are encouraged to schedule weekly work hours to minimize the occurrence of overtime. Any hours worked beyond 40 in a work week (defined as Sunday 12:00 a.m. to Saturday 11:59 p.m.) must be submitted on the employee's timesheet.
- 3) **Employment time frames** – An initial request for a temporary employee may be approved for a maximum of six (6) months. If circumstances require a longer assignment, the department director may request a six (6) month extension. A temporary assignment will not exceed a total period of twelve (12) months. A temporary assignment may end at any time depending on the employer's need. Temporary

employees may be rehired after a thirty (30) day break-in-service, but may not exceed two (2) years of temporary employment.

- 4) **Retiree** – a former employee, who has or is receiving benefits as a retiree from TMRS and has not suspended retirement benefits. In addition, retirees may not exceed 1,000 hours in a calendar year.
- 5) **Temporary employee** – a temporary employee is hired to assist with workload needs during the recruitment of a vacant position, while a regular employee is on extended leave due to illness, or to establish justification for a request for additional position(s) in upcoming budgets. Upon request to hire a temporary employee, the department must state the purpose for the need and the anticipated assignment length.
- 6) **Temporary position** – temporary positions are not part of the adopted city budget authorized by the Council. Funds may be available for temporary employment due to vacancy savings. Employees are pooled into temporary position numbers.

Roles and Responsibilities

Department Human Resources Liaison – Submit or facilitate the submission of all temporary employee hiring paperwork, submit Personnel Actions (PAs) for new hire, status changes, and separations timely. Work with department management to submit requests for additional six (6) month extension when necessary.

Department Director – Hire and manage temporary employees and adhere to these guidelines. Approve requests for temporary employees submitted by department managers and supervisors ensuring business purpose for the request. Ensure timely submission of requests for additional six (6) month extension when necessary. In circumstances where the department finds a continuous business need, the Director will engage the Human Resources Director in conversation about requesting new positions.

Department Manager or Supervisor – Hire and manage temporary employees and adhere to these guidelines. Approve temporary employee timesheets and ensure employees do not work beyond their approved time frame or number of work hours.

Human Resources Representative – Send reminders to the departments when a temporary employee is nearing the end of their employment period. Maintain documentation of approved extensions. Track temporary employee annual work hours and notify manager or supervisor when work hours are getting near the annual maximum.

Human Resources Director or designee – Review reasonability of request for extensions of temporary employment which should include a business reason for the request. Engage with department directors in requesting new positions when a continuous business need is identified.

City Manager or Assistant City Manager – the Department's Assistant City Manager has the authority to extend the work of a temporary employee beyond 1,000 hours in a twelve (12) month period or authorize other exceptions with an immediate business need. The ACM will confirm with the HR Director the need for the extension.

Department Requirements

Departments requesting to extend the work of a temporary employee beyond 1,000 hours in a twelve (12) month period must first evaluate other options including reprioritizing or redistributing work among existing employees, so the need is met. Departments should engage with the Human Resources Director when a continuous business need is identified and submit a request for additional FTE for the next budget year. City Manager or Assistant City Manager approval is required for an extension beyond 1,000 hours in a twelve-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 Procedures for Temporary Employees

Step One:

Department

1. Department submits a request for temporary position to Human Resources identifying the business need, anticipated length of appointment, and whether the department has a known candidate for the appointment or will be recruiting for the assignment.
2. If the position is posted, candidates will apply for the temporary position online.
3. The department will follow the established recruitment process including submission of a Top Candidate Form for the selected candidate.
4. If the candidate is known, a top candidate form, along with a recent resume, and employee contact information (including email) must be submitted to the Human Resources Generalist.
5. Department will extend an offer to the candidate and submit a PA in the applicant tracking system. If the candidate did not apply for the position in the applicant tracking system, the department will submit a PA in Munis.
6. Department will send the candidate an offer letter which must include confirmation of the start date and notification of onboarding, drug screening and I-9 documentation steps/actions.
7. Department will provide an orientation for the temporary employee including review of department and city-wide policies and procedures.

Human Resources

1. Upon receipt of the Temporary Employment Request form, the HR representative reviews the request and approve/decline the requests. Human Resources may engage with the Department Director to discuss the department's need during this review.
2. Upon receipt of the Top Candidate Form, the Human Resources Generalist will provide a hiring pay range to the hiring manager.

3. Upon submission of the PA, the Human Resources Specialist will send onboarding documents to the temporary employee via the applicant tracking system and review all onboarding documents for completion prior to the employee's start date.

Step Two:

Human Resources

1. Regularly review temporary employee work hours to ensure they do not exceed the employment time frames or the maximum hours for their assignment. Human Resources will notify the department when the temporary employee is nearing each of these limits.
2. Collect and retain documentation of employment extensions beyond 6 months.
3. Collect and retain documentation of employment extensions beyond 1,000 hours in a twelve (12) month period.

Department

1. Ensure employees do not work beyond their approved time frame or number of work hours.
2. Requests an extension of employment period if there is a business need to extend the employment period beyond six (6) months.
3. Evaluate department need to determine if there will be a continuous need and request a new FTE in the upcoming budget year.
4. Ensure timesheets are completed and approved in a timely manner.

Prohibitions

Maximum allowed time a temporary may work will be counted in both months of employment and hours worked in a twelve (12) month period. Additionally, retirees will be limited to 1,000 hours per calendar year. No temporary employee may work continuously beyond 1,000 hours in a twelve (12) month period or greater than six (6) months in duration without an approved extension.