



Board Policy No. 244

Temporary Employee Staffing Policy

ADOPTED: 3/22/17
(Implementation eff. 7/1/17)
RECENT AMENDMENT: N/A
SEE ALSO: 465

SUBJECT CATEGORY: SECTION 200 – HUMAN RESOURCES
SUBSECTION: HUMAN RESOURCES, HUMAN RESOURCES
CONTROL DEPARTMENT: HUMAN RESOURCES

I. PURPOSE

A. The purpose of this policy is to establish standards for the appropriate use of temporary employees at the District, including limitations on said use. The District will strive to fill full time regular budgeted vacancies as quickly as possible and endeavor to minimize the use of temporary employees for budgeted vacancies. All temporary employee assignments shall comply with applicable local, state and federal laws, regulations and collective bargaining agreements.

II. PERSONS AFFECTED

Persons affected by the policy include all current and prospective temporary employees hired through a contracted staffing agency, direct hires made by the District, and any manager with a need to hire temporary staff.

III. DEFINITIONS

“Temporary Employee” means any staff hired through a staffing agency or directly through the District to address a short-term, interim staffing need.

IV. POLICY

A. General:

The General Manager shall exercise discretion and good judgment in the approval and hiring of temporary employees.

1. Temporary employees may be used to address the District’s short-term staffing needs. Reasons for hiring temporary employees may include, but are not limited to:

- Backfill for a position which is vacant or when the incumbent is unavailable;
- Fill a position for a specified project of a short duration;
- Meet urgent operational needs;
- Address a need for specialized knowledge, skills, or abilities; or
- Perform non-recurring seasonal or cyclical work.

B. Limitations:

1. Temporary employees are not eligible to participate in District benefits programs (including, but not limited to, insurance; holiday; vacation; sick leave; health; and pension) except as required by law.
2. Unless otherwise specified in a collective bargaining agreement, temporary employees shall not be union members and are not entitled to representation by any union in disciplinary matters.
3. Temporary employees may be terminated at the discretion of the District for any reason at any time without notice.

C. Length of Work:

1. The following “length of work” limitations apply to all temporary employees:
 - a. Temporary employees are limited to no more than 960 hours of work in a calendar year, and no more than 1,920 hours lifetime with the District.
 - b. Temporary employees are limited to no more than two (2) work assignments at the District (while adhering to the hours worked limitations as stated above).
2. Retirees:
 - a. A retiree being considered for a temporary work assignment must satisfy a 180 day waiting period before beginning the temporary work assignment. Exceptions may be granted with Board approval.
 - b. A retiree cannot be hired as a temporary employee if he or she received unemployment insurance payments arising out of prior employment with any public employer within the 12 months prior to the temporary hire date. The retiree is required to certify to the employer, in writing, that he or she is in compliance with this requirement. (See Government Code Section 7522.56.(e))

D. Placement:

1. All temporary employees shall be hired through the Human Resources Department.
2. All temporary employees hired through a temporary agency shall be hired through the Human Resources Department from an approved staffing agency under contract and in good standing with the District. The contracting of these services is subject to the requirements of Board Policy 465 – Procurement Policy.

V. AUTHORITY**A. Board Authority**

Consistent with current laws and regulations, the Board of Directors has the authority to grant an exception to the 180 day waiting period for District retirees who are fulfilling a temporary work assignment at the District.

B. General Manager's Authority

The General Manager is directed to issue the necessary Administrative Regulations and create the necessary forms and systems required to provide uniform procedures for all departments and oversee and monitor all aspects of a temporary employee staffing program at the District. All temporary employee staffing requests must be approved by the General Manager.

The General Manager may authorize an exception to the length of work limits under exigent circumstances to address critical operational needs. Any and all exceptions authorized by the General Manager shall be reported in the General Manager's Quarterly Report.

VI. ATTACHMENTS

None