

Temporary Employees

Number: D-14

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1.0 POLICY

Town departments may have the need for temporary personnel. Departments that require such services generally recruit temporaries on an as-needed basis or use a temporary staffing agency.

2.0 PURPOSE

The hourly rate of pay for temporary personnel shall be determined in a fair and systematic manner consistent with the type of work required to be performed and the nature of the temporary assignment. Rates are established to help ensure the Town is able to attract the applicants necessary to quickly fill temporary positions.

3.0 SCOPE

This policy applies to all non-benefitted positions on the Town's payroll system.

4.0 DEFINITIONS

- 4.1 Hiring Range – the hiring range will be advertised at the salary range minimum.
- 4.2 Temporary Position – An appointment for a limited term or limited number of hours. Positions that are considered temporary assignments for the purpose of this policy are roster, seasonal temporary, or special project. Employees appointed to a temporary position receive salary plus mandated benefits only. See policy on **Position Types**.

5.0 ORGANIZATIONAL RULES

- 5.1 It is the responsibility of the departments to work with Human Resources on the creation and recruitment of any temporary position.
- 5.2 All temporary employees, not employed by a Temporary Staffing Agency, will be paid through the Town's payroll system.
- 5.3 Normally, new temporary employees will be appointed at the entry rate of the pay range for the position for which they are temporarily being hired into. Job experience, prior service, slight differences in the jobs being performed, or limited availability of applicants may warrant a higher entry rate of pay. Pay rates are determined in coordination between the Department Head and the Human Resource Department.
- 5.4 In some cases, temporary employees may work abbreviated schedules but return on an annual or seasonal basis. Temporary's will not participate in the Town's annual merit program, however, with approval of the Department Head, a rate of pay may be adjusted to recognize performance, length of service, particular skill level, or other factors that would warrant a pay increase.

6.0 PROCEDURES

- 6.1 When requesting a new temporary position, Department Heads should contact Human Resources to determine if the position will be filled through contracting with a temporary staffing agency, or if the position will be filled through internal recruiting channels.

- 6.2 Temporary's will be recruited as outlined in Town policy on **Recruitment and Selection**. Human Resources will be responsible for the onboarding of all temporary staff.

7.0 APPENDIX, APPENDICES

None