



**HUMAN RESOURCE
POLICIES AND PROCEDURES**

Policy:	Temporary Employment (Agency) Policy	
Date: May 13, 1993	Revision Date: April 1, 2015	Approved by: Human Resources

TEMPORARY EMPLOYMENT POLICY

Temporary employees may be used to cover peak work load periods, extended leaves of absence, or specific work projects for which time frames can be determined. The maximum duration for any temporary employee assignment is six months, unless a longer assignment is approved by the General Manager.

REQUEST FOR A TEMPORARY EMPLOYEE

1. The individual requesting temporary help must complete, in detail, a “Request for Temporary Services” form, which is available from the Human Resources Department or can be completed via the District’s intranet.
2. All requests must be signed by the Department Head, and the appropriate Assistant General Manager, or the General Manager.
3. The Human Resources (HR) Department will make the arrangements with the temporary agency and notify the appropriate Department Head or designee of the temporary employee’s name and start date.
4. Temporary assignments will terminate on the date indicated on the original request. The duration of all assignments cannot go beyond six months, without the approval of the General Manager.
5. If an extension is requested, attach a copy of the original request to the form requesting an extension, obtain the necessary approval signatures (Department Head or Assistant General Manager), and forward to HR. HR will forward to the General Manager for approval. Allow adequate time for extension approvals.

AUTHORIZED SIGNATURES ON FILE