



## Temporary Employee Policies and Procedures

### I. TEMPORARY EMPLOYEE PERSONNEL POLICY

Before temporary employees are hired, the appropriate campus should ensure that the employment of temporary personnel is essential and the work assignment cannot be performed by regular employees, or the work assignment is most prudently assigned to temporary personnel. Before temporary employees are hired, efforts should be made to allocate the work among present classified staff.

The service of a temporary employee may be discontinued by the employing supervisor at any time.

Temporary Employees are not in a collective bargaining unit and do not enjoy any of the contract rights granted to unit employees. Specifically they are not eligible for District fringe benefits (vacation, paid holidays, comp time, etc.), salary increases, reclassification, or for shift differential pay.

Temporary Employees are not granted preferential treatment based on their employment with the District if they apply for a permanent position.

Temporary Employees shall be provided rest periods and non-paid lunch breaks as required by law.

All paperwork to process an assignment must be submitted through a Taleo staffing requisition. Instructions can be found from the Temporary Employee's webpage - [http://hr.fhda.edu/\\_top.html](http://hr.fhda.edu/_top.html). Temporary employees are paid at Mid-Month Payroll. Web time entry (timesheets) are due no later than the date specified on the Mid-Month Payroll pay schedule - [http://business.fhda.edu/downloads/2017\\_Pay\\_dates.pdf](http://business.fhda.edu/downloads/2017_Pay_dates.pdf)

### II. PROCEDURES FOR FILLING A TEMPORARY ASSIGNMENT

To fill a temporary assignment please submit a Taleo staffing requisition. If you need a Taleo account set up please contact the Temporary Employee Desk at the District Personnel Services at x6221 or email [TEAhelp@fhda.edu](mailto:TEAhelp@fhda.edu).

**Before a short-term employee can begin work**, the governing board, at a regularly scheduled board meeting, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 88001, of the California Education Code and shall certify the ending date of the service.

## 1. Submit a Staffing Requisition

- The staffing requisition must be fully approved with appropriate requisition approvers' approval before temporary employees begin work. Timecards or pay cannot be issued unless the requisition has been fully approved. HR will submit TEA Board items for approval based on the information you provided on the staffing requisition, once approved by the Board, the temporary employee may begin work.
- Submit the information (employee name, job title, start and ending date, division, and campus).
- Please pay attention to end date. If you need to extend the assignment, you must submit the extension to the Board **before** the employee can continue beyond the approved end date.

## 2. "First Time Temporary Employee Application" packet

The following items must be on file in District Personnel Services before a temporary employee can begin work. Timecard or pay cannot be issued until these forms are received.

- A temporary pool application.
- Online TEA New Hire Packet and completion of TB testing and Livescan (fingerprint).
- Paperwork intake and I9 verification appointment with appropriate Temporary Desk personnel.
- State and Federal Income Tax Withholding Forms
  - Effective July 1, 1991, all hourly employees not members of a public retirement system such as STRS or PERS will be required to pay Social Security and Medicare Payroll taxes. This payroll tax and coverage apply to all employees who are not members of a public retirement system, after July 1, 1991, regardless of the date of hire.

## III. DEFINITIONS

All Temporary employees:

- in paid status for more than 124 work days or 1000 hours is subject to PERS contributions.
- may work no more than 180 days in a fiscal year or whichever comes earlier depending on the limitation specified in the types of assignments (see below).

## TYPES OF ASSIGNMENTS

**Temporary Substitute (T4)** - any person employed to replace a classified employee who is temporarily absent from duty. (i.e. Working-out-of-class, staff development leave, leave of absence, medical leave).

- The position must be a budgeted position.
- The temporary employee filling the position must meet minimum qualifications specified on the regular classified job descriptions of the permanent position. The job descriptions can be found here - <http://hr.fhda.edu/class-comp/a-job-descriptions.html>
- There must be an employee who is temporarily absent from the position - on paid or unpaid leave.
- A substitute can be employed for no more than 180 work days. However if the permanent employee is absent for more than a fiscal year, the District may hire another substitute employee to replace the substitute employee who was terminated prior to reaching the 180 work day limit
- The substitute cannot exceed the period of absence of the permanent employee.
- A Temporary Substitute, assuming all of the duties of the vacant position, is paid at the designated classification level of the position at Step 1. A Temporary-in-vacancy, assuming a portion of the duties, is paid at the designated classification level of the position at 80% of Step 1.

**Temporary-in-vacancy (T2)** - any person who is employed to fill a vacancy. An hourly person cannot fill the

vacancy for more than 90 calendar days.

- The position must be a budgeted position.
- Must have a permanent recruitment staffing requisition in Taleo to tie to.
- The temporary employee filling the position must meet minimum qualifications specified on the regular classified job descriptions of the permanent position. The job descriptions can be found here - <http://hr.fhda.edu/class-comp/a-job-descriptions.html>
- A person can be employed for no more than 90 calendar days.
- A Temporary-in-vacancy, assuming all of the duties of the vacant position, is paid at the designated classification level of the position at Step 1. A Temporary-in-vacancy, assuming a portion of the duties, is paid at the designated classification level of the position at 80% of Step 1.

**Temporary Short Term (T3,T5,T7)** - any person who is employed to perform a one-time or seasonal service which is not needed on a continuing basis. (A temporary employee in paid status for more than 124 work days or 1000 hours is subject to PERS contributions.)

- A temporary-short term (T3) - employee are to assist with special project. The assignment should be terminated upon completion of the special project.
- A temporary intermittent employee (T5) cannot be employed for more than 45 work days per fiscal year (any time worked in a day is counted as one day). The district may employ another person to replace a short-term employee who has been terminated prior to reaching the 45 day limit, provided the total period of the service does not exceed 45 work days.
- Seasonal work (T7) occurs at time intervals within a year and may repeat from year to year (maximum of than three (3) weeks at the beginning and end of the quarter).
- Temporary Short Term employees are paid from the Temporary Employee Salary Schedule only. Temporary Employee Salary Schedule can be found from the Temporary Employee's webpage - <http://hr.fhda.edu/top.html>.

### **Retirees (T6)**

- Refers to any CalPERS retirees. (May work no more than 960 hours in a fiscal year).
- CalSTRS retirees are not allowed to work as temporary employees after retirement.

### **TERMINOLOGY**

Calendar Days - Days in calendar year including holidays and weekends.

Work Days - Days worked in paid status.

Fiscal Year - Term from July 1 through June 30.

### **IV. DEPARTMENT PROCEDURES**

- Each Supervising Manager must establish guidelines regarding employee conduct, performance standards/evaluations, procedures for collecting time cards, etc. as long as guidelines are reasonable and do not conflict with overall District policies. A Supervising Manager may dismiss a temporary employee at any time without cause.
- The Supervising Manager is responsible for communicating and enforcing department and District safety practices. General safety guidelines are attached to the Temporary Employee packet.