

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR10.27

SUBJECT: TEMPORARY EMPLOYMENT

DATE REVIEWED/REVISED: 11/98, 3/16, 11/18, 5/20

POLICY STATEMENT:

Temporary employment services may be purchased as needed with approval by the Executive Director. This policy shall be used to control cost by only allowing temporary employment services when circumstances mandate. Temporary purchased employment services are an extremely expensive method of providing human resources for RVCC, and, as such, will only be utilized in strict accordance with this policy.

A temporary position also may be filled by hiring an individual onto the RVCC payroll provided the hours have been approved in accordance with established RVCC policy.

Any individual, regardless of the number of hours he/she is approved to work, who is hired for a specified time period, at the conclusion of which they are terminated, is considered a temporary employee.

With the approval of the Executive Director, RVCC Department Managers may adjust the specified time period to suit the needs of the agency.

Temporary employees hired onto the payroll will not be eligible for any RVCC benefits.

PURPOSE:

To provide additional staffing resources if needed.

PROCEDURE:

Department Managers will obtain a Request to Hire form from Human Resources. The Department Manager must obtain the approvals required on this form before temporary employment services are ordered. Justification for purchasing temporary employment assistance must be documented as well as a detailed description of the skills needed and the duration required.

A temporary employee on RVCC's payroll may apply for any posted position(s) for which they are qualified. However, a temporary employee with less than 90-days of employment will not have any seniority rights if they apply for another position within RVCC. He/she will be treated as any other external applicant who applies for a position.

In the event that a temporary employee on RVCC's payroll applies for and is selected for a regular full-time or part-time position with scheduled hours, the seniority hours earned while on temporary status will become their hired-to-date hours, provided employment has been continuous.

RIVER VALLEY COUNSELING CENTER, INC.

POLICY/PROCEDURE # HR10.27

SUBJECT: TEMPORARY EMPLOYMENT

DATE REVIEWED/REVISED: 11/98, 3/16, 11/18, 5/20

If the employee works the required number of scheduled hours per week for group insurance participation, he/she will then be eligible for applicable benefits on the first of the month following the date of transfer into regular full-time or part-time status, provided 90-days have been completed.

Eligibility for other RVCC benefits, e.g., holiday, vacation, sick, etc. will be based on the date the individual started as a temporary employee, provided employment has been continuous. Accruals for such benefits will commence on the actual date the individual becomes a regular full-time or part-time employee.

A temporary employee hired into a regular full-time or part-time position must complete a 120day orientation and training period, which will commence on the date the employee begins the new position. Upon completion of 120 days in the new position, the Department Manager will review the employee's performance to determine if they are performing at an acceptable level.

The 120-day orientation and training period will not preclude the employee from enrollment in benefit programs for which they are eligible as a result of earned hired-to-date hours while on temporary status.