



Human Resources Policies and Procedures

Policy Title: Utilization of Temporary Help	Policy Number: 3.10
Effective: October 1, 2007	
Supersedes: Utilization of Temporary Help Policy effective October 30, 2005; 1988 Rules and Regulations #6, p.4	
Approval: <i>Carol B. Pluh</i>	Page 1 of 3

1.0 Scope

- | | |
|--|--|
| <input checked="" type="checkbox"/> Full-time | <input type="checkbox"/> Salaried |
| <input checked="" type="checkbox"/> Part-time | <input type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

2.0 Purpose

When temporary staff vacancies occur, management is required to manage staffing needs creatively to carry out the objectives of the program with current staff. Sharing staff among service units is encouraged. However, in the event staffing constraints make the utilization of current staff impossible, temporary/contract staff may be approved in cases of hardship.

3.0 Policy

- 3.1** The City of Ann Arbor acknowledges that a portion of its staffing requirements may be through the employment of temporary/contract employees for a specific period of time under certain circumstances. It may be necessary to hire temporary/contract personnel in accordance with business needs and priorities as identified in the strategic plan, budget and staffing plan for a specified period of time for a specified project and/or job duties.

DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

- 3.2 Temporary/contract workers are not regular employees of the City of Ann Arbor. They are paid strictly for time worked and are only entitled to benefits specific to temporary/contract positions and their conditions.
- 3.3 This policy is not applicable to grant funded employees or positions.

4.0 Responsibility

It is the responsibility of hiring manager or designee to manage resources in accordance with the relevant approved budget. Unit Managers should consult with Human Resources Services if questions exist.

5.0 Definitions

- 5.1 **Temporary Employees** - Temporary employees are those hired on a limited-time basis to assist in the completion of a specific project or are hired as interim replacements to temporarily supplement the work force.
- 5.2 **Contract Employees** - Contract employees are those who are hired on a limited time basis to assist in the completion of a specific project or are hired as interim replacements to temporarily supplement the work force whose terms and conditions are governed by a written agreement between the employee and the City, and authorized by City management.

6.0 Procedures

- 6.1 Temporary employment is not intended to exceed ten (10) months in duration during a twelve (12) month period of time. The expected duration of Temporary employment will be designated in advance of hire and understood by both parties.
- 6.2 If there is additional need for employment beyond that time, permission to extend must be obtained from Human Resources Services. Employment beyond any initially stated period does not in any way imply a change in employment status.
- 6.3 When a temporary employee reaches the point of ten (10) months of employment, that employee must be told that their position will terminate.
- 6.4 Temporary employees are paid strictly for time worked and are only entitled to benefits specific to temporary positions and their conditions.

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- 6.5** All temporary workers, working at the City of Ann Arbor are subject to background verifications and drug screens.

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