

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.05120 DR

EMPLOYMENT OF TEMPORARY STAFF

3.05120 DR

The purpose of employing temporary staff personnel is to alleviate an unusually heavy work load or emergency situation the nature of which creates an urgency which precludes following normal staff employment procedures.

The district officers will recommend and the vice chancellor for administrative services will approve the employment of temporary staff personnel. The district officer or college president will ensure that adequate funds are available in the unit's budget to underwrite the employment of temporary staff personnel.

- I. In accordance with board policy, temporary staff personnel are defined as those who are hired to complete a short-term assignment of 90 days or less.
- II. Temporary staff personnel shall not be eligible for vacation, sick leave, or fringe benefits of any kind.
- III. Temporary staff personnel, because of the nature of their employment, do not hold status as current district employees for purposes of promotion or transfer into regular full-time vacancies.
- IV. The salary for temporary staff personnel shall be commensurate with but shall not exceed the salary which would be paid to a regular full-time employee in the same position.
- V. The director of personnel shall ensure that the following are on file for each temporary staff employee:
 - A. Current application
 - B. Notice of recommendation to employ
 - C. Post employment data form
 - D. Withholding form
 - E. Signed waiver of benefits form

Approved: Chancellor
November 15, 1977
(Editorial Corrections 7/11/06)