

Number: BP 031

Authority: Board of Directors
Effective: August 3, 2017
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Reviewed: July 5, 2022
Initiating Dept./Div.: Operations/Human Resources



BOARD POLICY

USE OF TEMPORARY EMPLOYEES

PURPOSE

To adopt a policy regarding the District's use of temporary employees.

POLICY

The District may use temporary employees for reasons such as those listed below:

- Backfilling for authorized leaves of absence
- Addressing peaks in workload
- Succession planning/retirements
- Backfilling vacant positions while awaiting a recruitment
- Assistance with special projects of a limited duration
- Seasonal work

The Department Director and the Human Resources Division will evaluate each request to ensure that it meets either one of the following criteria prior to approval:

- Not filling the position on a temporary basis would result in an adverse impact to District operations.
- It would not be cost effective to hire a permanent employee to perform the requested services.
- The temporary position would not exceed 2,080 hours or one year as agreed upon in the bargaining unit Memorandum of Understanding.

After each request is evaluated, final approval must be granted by the General Manager.

[Original Retained by the Secretary of the District]