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**City of Dania Beach, Florida**

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| **Temporary Employment Policies and Procedures** | **Supersedes:** All previous and existing memos or administrative policies in conflict |
| **Originating Department: City Manager** | **Page 1 of 9** |
| **Policy Number: CM-2015-001** |
| **Effective Date: October 1, 2015** |

**Temporary Employment Policy**

# General Policy Guidelines

## Introduction

All temporary work assignments are intended to be short-term in nature and are not intended to exceed (6) months. Departments are strongly encouraged to fill vacant positions through [recruitment](http://shr.ucsc.edu/procedures/recruitment/index.html); however, temporary staffing services may be used if the assignment has a definite end date that does not exceed (6) six months in duration.

Human Resources will assist departments in filling temporary employment needs when the following circumstances occur:

* Temporary absences of regular employees due to leaves.
* During the recruitment of vacant positions.
* When additional help is needed during peak or seasonal time periods, and on special projects.

Important information regarding temporary employment:

* Short-term Employees cannot work a period of more than (6) six months
* Short-term Employees and Temporary Workers positions are generally non-exempt and are not eligible for any City fringe benefits such as sick leave, vacation, paid holidays, health insurance, or retirement plans.
* Non-exempt Short-term Employees must be paid on an hourly basis and overtime must be paid for any hours worked over 40 hours in a work week.
* Short-term Employees and Temporary Workers should be provided rest periods as provided by the Fair Labor Standards Act

## Purpose

### The purpose of this policy is to establish guidelines to assist departments with determining the appropriate circumstances for which to utilize temporary workers (“temps”); identifying and placing temporary workers; and managing the temporary work assignments.

## Scope

### The policy applies to all short-term staff positions to be filled at the City.

## Objectives

### Provide guidelines for filling temporary employment needs based on employee absences, seasonal needs, and interim vacancies during the recruitment process.

# Definitions

**City** - shall mean the City of Dania Beach.

**City Manager -** shall mean the City Manager of the City of Dania Beach, Florida, and shall, where appropriate to the context, include his duly authorized designee.

**Hiring Manager** - shall mean the individual primarily responsible for filling the position.

**Human Resources (HR)** - shall mean the Office of Human Resources and any staff employee in such department.

**Recruiter** - shall mean the individual working in Human Resources responsible for the hiring function.

**Service Level Agreement** - shall mean the verbal or written understanding between the recruiter and the hiring manager.

**Short-term Employee** - shall mean an individual who is appointed to a short-term exempt or non-exempt position or employee for a period of (6) six months or less with the approval of the City Manager.

**Temporary Staffing Agency –** shall mean an approved agency as designated each year by the City Commission, with approval of the City Manager.

**Temporary Worker -** shall mean an employee of a temporary staffing agency assigned to the City to work on a specific short-term assignment or for a finite period of time; to complete special projects; to respond to workload fluctuations that are unusual or episodic in nature; to fill in for employees who are on leave; or to fill in during a recruitment period.

# Authority/Responsibility

### The City of Dania Beach Code of Ordinance provides that all City contracts must be approved and signed by the City Manager and the City Clerk. Furthermore, the City Manager has sole authority to hire personnel. Therefore, Departments are prohibited from hiring Short-term Employees and further prohibited from contracting with outside Temporary Staffing Agencies.

## City Manager

### All requests for either Short-term Employees or Temporary Workers should be submitted at least 21 days prior to the temporary start date for City Manager consideration and approval.

## Department Head or Designee

### The Department Head should review departmental funding availability before initiating a temporary staffing request. Funding source is subject to Finance review and approval.

### The Department Head should develop the defined temporary scope of service needed. The scope should include identifying important job functions and qualifications required for successful performance.

### The Department Head in conjunction with the assistance of Human Resources shall determine and recommend the best method of filling the department’s temporary staffing need.

### The Department Head must monitor completion of the temporary staffing assignment, review hours worked, and approve all invoices related to the temporary staffing assignment. The hiring department is also responsible for monitoring the length of the assignment to ensure adherence to the hiring term approved by the City Manager. All extensions of an assignment must be approved prior to any additional hours being worked by the Shorter-term Employee or Temporary Worker. Under no circumstances should a Short-term Employee or Temporary Worker be allowed to work past the original approved term of temporary employment. Failure to obtain a required extension may result in disciplinary action.

### The Department Head may seek to dismiss a Short-term Employee or Temporary Worker at any time without cause in conjunction with the Human Resources, the Temporary Staffing Agency or the City Manager as applicable.

## Finance Department

### Finance will review the request regarding the availability of funds based on the budget of the hiring department. Once approved, the request will be routed to Human Resources for processing.

## Human Resources Department

### The Human Resources Department provides the requesting department with information on the relevant City policy and procedure for hiring temporary positions.

### The Human Resources Department in conjunction with the hiring Department is responsible for monitoring the City’s adherence to length of assignment. Assignment extensions require approval of the City Manager.

### The Human Resources Department shall track all Short-term or Temporary Workers approved by the City Manager including the position approved, the duration of the hire, and the expiration of the assignment.

### The Human Resources Department shall inform the hiring department when the Short-term or Temporary Worker assignment is approaching (30) days prior to the expiration of the approved duration of the temporary assignment.

### The Human Resources Department is responsible to verify the eligibility of the Short-term or Temporary Worker in conjunction with the Temporary Employment Agency regarding background checks, physicals and other background screenings as deemed necessary for the hiring of an individual on a temporary basis.

# Temporary Employee Sources

## External Temporary Staffing Agency

### The agency utilized must be one of the agencies recommended by the City Manager and approved by the City Commission. These agencies are approved on a annual basis by Commission resolution.

### The agency shall source candidates, conduct interviews and reference checks and ensure all required background checks are completed prior to the begin date of the assignment. When required (e.g. for “critical” assignments), the City may request additional background checks be completed by the agency at an additional cost. When required (e.g. for driving positions), the City may request a driving record check, drug test, and/or physical be completed by the employment agency at an additional cost.

### The agency shall generate paychecks and invoices based upon hours reported/approved by the City.

### The agency shall provide Human Resources monthly assignment reports delivered via email no later than the 10th day of the following month.

### The agency must be in compliance with all applicable employment laws, including but not limited to ensuring completion of employment eligibility forms prior to being assigned to the City.

### The agency must ensure all staff is covered under their worker’s compensation insurance.

## Human Resources Short-term Employee Hiring

### Provide the requesting department/division with information on relevant City policies and procedures.

### Source candidates, conduct interviews and reference checks and ensure all required background checks are completed prior to the begin date of the assignment.

## Identifying and Placing Employees via Temporary Staffing Agency

### Temporary Workers are employees of the Temporary Agency. Therefore, it is recommended the following not be provided to a Temporary Worker:

* Business cards
* Credit cards
* Name plates

### Additionally, the following types of programs or actions should be handled by the Temporary Worker's employer (agency) and not by the City:

#### Performance appraisals, salary adjustments, employee benefits

* Do not negotiate the pay rate of Temporary Workers. The agency should set pay, as well as handle all communication regarding raises for the worker.
* Do not negotiate a Temporary Worker's vacations or personal time off. Direct the worker to his or her agency, which should then call you regarding coverage prior to approval.
* Do not discuss job opportunities and the temporary worker's suitability for them directly. Instead, refer the worker to publicly available job postings.

#### Disciplinary action

* Do not direct a Temporary Worker on his/her job performance. Instead, call the Temporary Worker's agency and request that they do so, and tell them why it is necessary.
* Do not terminate a Temporary Worker directly. Contact the agency to do so.

#### EEO/Harassment Policies, Procedures and Interpretation

* The City should provide information on specific work-related policies and procedures Temporary Workers need to be aware of during their job assignment. These may include parking, building access, ID badges, smoking, phone systems, e-mail and other communication systems, solicitation, dress code, safety, non-discrimination, culture and conduct, and confidentiality and non-disclosure.
* If there is a need to discuss specific harassment or discrimination issues with Temporary Workers, contact the agency representative for resolution and seek assistance from the City’s Human Resources Department.

#### Training

* The City should provide any training that is specific in nature and required to successfully complete the job assignments. This often includes office equipment or specific software training or site-specific safety training.
* Requests for training beyond this scope should be referred to the staffing agency.

#### Travel

* If a temporary worker will be required to travel during the course of their assignment, his or her employer (agency) should be responsible for all costs, reservations and reimbursements. The City should provide adequate notice and information to the appropriate employer (agency).

#### Injuries

* If an injury occurs, contact the agency for instructions
* The agency will provide you with the name of the medical facility contracted by the agency.
* The agency is responsible for workers compensation coverage.
* For life threatening injuries contact, dial 911 for assistance.

## Identifying and Placing Employees via Human Resources

### Short-term Workers are employees of the City.

### Department Heads need to complete a position requisition and submit to Human Resources for consideration.

### Human Resources will submit request to Finance and the City Manager for approval prior to beginning the recruitment process

### Human Resources will assist the Department in the recruitment and interview process to select the best candidate for the Short-term position.

Approved by:

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City Manager Date

# APPENDIX

## Forms

Temporary Staffing Request

City Position Requisition Form

**CITY OF DANIA BEACH**

**TEMPORARY STAFFING AUTHORIZATION REQUEST**

The following form must be completed by the Department Head or authorized designee. Once completed this form shall be submitted to Human Resources for review and recommendation to the City Manager’s office for final approval. Departments are requested to seek guidance from Human Resources in determining the best method for temporary staffing needs prior to completion of the request.

DEPARTMENT**:** Click here to enter department.

POSITION: Click here to enter position.

POSITION START DATE: Click here to enter date.

POSITION END DATE: Click here to enter date.HOURS: Enter hours.

REQUEST FOR TEMPORARY WORKER – STAFF AGENCY

REQUEST FOR SHORT-TERM EMPLOYEE

BUDGET ACCOUNT NUMBER Click here to enter account number

GENERAL SUMMARY: Click here to provide justification

PRINCIPAL DUTIES AND RESPONSIBILITIES: Click here to describe job requirements

SPECIAL SKILL REQUIREMENTS: Click here to describe special skills requirements

**Dept. Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Click here to enter a date.

Date

**Finance Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Click here to enter a date. Date

**Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Click here to enter a date. Date

**City Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Click here to enter a date. Date