



Georgia Department of Education

Policies and Procedures

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| Policy Title: | <i>Temporary Employment, State Schools</i> | | |
| Policy Number: | <i>SS-5004 Descriptor Code-GBC-2</i> | | |
| Release Date: | <i>10-08-02</i> | Last Revised: | <i>11-23-03</i> |

Purpose

To describe the criteria and approval process for hiring State Schools' staff from temporary employment agencies.

Applicability

This policy applies to all employment agreements between State Schools, the Georgia Department of Education, and temporary employment agencies.

Definitions

Temporary Employment: Employment of individuals on a time limited basis.

Policy

State Schools and the Georgia Department of Education (DOE) will hire staff from temporary employment agencies on an as-needed, time-limited basis. All temporary agency employment requires prior approval by the Deputy Superintendent for Finance and Business Operations, appropriate Deputy Superintendent, and the Director of Human Resources. Temporary agency personnel shall not work more than an 8 hour day/40 hour workweek. Overtime is strictly prohibited. The cost associated with any one individual temporary employee shall not exceed \$5,000. The bid process must be adhered to in order to procure staffing if the cost exceeds \$5,000.

Procedures

After identifying the need to hire temporary agency personnel, the Education Director must make an official request for temporary agency staffing by completing the *Request to Hire Temporary Staff* form. All relevant sections of the form should be completed. Directors must check with several agencies in order to secure the best hourly rate. The rate should be negotiated with the understanding that the quoted rate will be in effect for the duration of the request. Directors must submit proof of the

rate with the request form. Telephone bid sheets can be used for documentation.

The request for temporary staffing must be approved by the following DOE officials.

- a. Budget Unit Head.
- b. Appropriate Deputy Superintendent.
- c. Deputy Superintendent for Finance and Business Operations.
- d. Director of Human Resources.

If the request for temporary agency staffing receives all required approvals, the Director of Human Resources will notify the requesting work unit with an Authorization Memorandum.

Upon receipt of the Authorization Memorandum, the work unit may contact the temporary agency for staffing arrangements.

Request for Payment form must be submitted containing:

1. The temporary agency invoice.
2. A copy of the Authorization Memorandum with the name of the temporary staff with each request.
3. Approval of the budget unit head, the appropriate Deputy Superintendent, the Deputy Superintendent for Finance and Business Operations, and the Director of Human Resources.
4. The Director of Human Resources will submit the approved *Request for Payment* form to Accounting Services for payment.

General Provisions

1. Temporary agency staff may work a maximum of 8 hours per day, 40 hours per week. Overtime is prohibited. It is the responsibility of the work unit to monitor temporary services so that no overtime is incurred. Temporary agency staff will not work on or be paid for state holidays.
2. Actual work time for all temporary personnel must be documented on a time sheet for billing purposes. Temporary staff that signs time sheets for submission to his/her temporary agency for billing purposes will be held responsible for any discrepancies.
3. If the need arises to extend an arrangement for temporary staffing, the manager must submit a formal request (Request to Hire Temporary Staff form) for the extension, allowing ample time for the request to process through organizational channels before the ending date of the original request.

Authority and/or Cross-Reference

- DOE Temporary Employment Policy (R1503)