

Temporary Employee Hiring Regulations

- Temporary employees are hired to perform a specific service for the District for a limited period of time, and are exempt from the classified service. Their employment will not be continued beyond the completion of their assignment.
- Temporary employees may be utilized for a maximum of one hundred thirty-nine (139) work days in a fiscal year, regardless of the number of hours worked in each work day. There are no exceptions to this limitation.
- Temporary employees are not exempt from the overtime provisions of the Fair Labor Standards Act, and are entitled to compensatory time off or overtime pay for overtime hours worked.
- Temporary employees may not begin work before the temporary action form is completed, approved, and all other required employment documentation is submitted to Human Resource Services.
- Temporary employees shall not be authorized to begin work prior to Governing Board approval of their assignment, identification of the service to be performed, and certification of the ending date of the service at a regularly scheduled Governing Board meeting. If a temporary employee's services are needed prior to the Governing Board meeting at which his/her employment is approved, the appropriate Vice President must authorize the request before the employee can begin working. Human Resource Services will notify the hiring supervisor of start-work dates after Governing Board approval.
- Hiring supervisors are encouraged to provide a realistic estimate of the length of each temporary assignment and avoid using an assignment end date of June 30th unless the assignment realistically ends on that date. Projected ending dates of assignments may be modified, but in no case shall an assignment extend beyond 139 work days in a fiscal year.
- Temporary assignments shall not be substituted for the hiring of classified staff when services are required by the District on a continuing basis.
- Human Resource Services, with the cooperation of Payroll Services, will monitor assignments with hiring supervisors to ensure that assignments do not exceed 139 work days in a fiscal year. Departments will receive notification from Human Resource Services once the temporary employee has worked 100 days.
- Temporary employees who work 1,000 hours in a fiscal year are eligible for CalPERS membership. Departments are responsible for ensuring that there are enough funds in their budgets to cover the benefit should a temporary employee work 1,000 hours or more in a fiscal year.