

1. Purpose

The purpose of this document is to provide a basis for determining the major categories of temporary assignments, when and how much to budget for benefit costs for temporary assignments, and any ongoing requirements for monitoring and reporting duration of and hours worked for those assignments. While temporary assignments are, by definition, intended to be limited in duration, federal law requires that certain employers – including the City Of Gainesville – offer health insurance to those employed at least 90 days and working an average of 30 hours or more.

It is the intent of the City to fill temporary assignments through temporary employment agencies. But because operational needs vary, other forms of temporary hires are occasionally necessary. Having the flexibility to utilize a variety of temporary appointments allows departments to match the assignment to their specific needs.

2. Scope

These practices apply to all City departments employing temporary staff. These practices are subject to modification as required by federal or state law.

3. Definitions

- a. Clerical Temporary – Assignments involving the performance of non-specialized duties or routine clerical duties that typically do not require unique skills.
- b. Technical Temporary – Assignments involving the performance of varied technical duties.
- c. Professional Temporary – Assignments involving the performance of specialized duties typically requiring unique skills or supervisory work developing, implementing, administering and/or presenting programs or services for the City and its facilities. Such assignments, which may include internships, are intended to be short in duration and/or require less than 30 hours per week.
- d. Seasonal/Recurring Temporary – Assignments involving the performance of non-specialized duties. This category includes recreation summer staff, school crossing guards and Cadet and Explorer training programs.

4. Determining Category of Temporary Assignment

The need to utilize temporary employment may arise due to a variety of circumstances, including extended absences of regular employees, limited duration projects, seasonal initiatives, internship opportunities, and recurring peaks in productivity needs.

All temporary employees serve at the discretion of the City. Depending on the duration of the assignment and the average weekly hours worked by a temporary employee, the

City may be required to offer health insurance to a temporary employee. Factors to be considered in determining the category of temporary employee include:

- The operational necessity,
- Anticipated duration of assignment,
- Anticipated number of weekly hours of assignment, and
- The cost of hiring to fill the assignment, including consideration of the cost of providing health insurance if required.

When an assignment is routine or is of such a nature that it can be carried out by vendor-supplied labor, departments are strongly encouraged to hire through employment agencies. There is no limit on the number of hours worked or the duration of the assignment for such hires.

Temporary Employee Category	Hiring Source	Hiring Restrictions	Hours Worked Restrictions	Health Insurance Benefit	Ongoing Requirements	Examples of Possible Job Assignments Impacted
Clerical Temporary						
	TempForce	None	None	Not eligible	None	Staff Assistant Staff Specialist
Technical Temporary						

	TempForce	None	None	Not eligible	None	Maintenance Worker Customer Service Reps
Professional Temporary						
Category 1	HR	Requires approval of Hiring Authority and HR	29 hours/week or less	Not eligible	Ongoing monitoring & reporting required by department	Interns
Category 2	HR	Requires approval of Hiring Authority and HR	None	Eligible after 90 days	Budget for benefit coverage	Engineers Project Managers
Seasonal/Recurring Temporary						
	HR	None	None	Eligible after 90 days if hours worked expected to exceed 30 hours/week	Budget for possible benefit coverage; Ongoing monitoring & reporting required by department	Lifeguards Swim Instructors Camp Counselors Recreation Aides Police Cadets School Crossing Guards

5. Ongoing Monitoring and Reporting

The department head must evaluate the specific needs for temporary assignments, determine the appropriate category of temporary hire, and, as needed, budget for health insurance costs. In conjunction with the Risk Management Department, department heads are expected to ensure ongoing monitoring of assignment duration and hours worked for compliance with federal or state law.

Prior to submitting a personnel requisition action form (PRAF), the hiring department will determine the appropriate temporary classification, to be reviewed by Human Resources. Depending on the classification, the hiring department will identify funding for health insurance benefits.

On a quarterly basis, Human Resources will generate and distribute to all departments a report of all current Temporary employees. This report shall serve as the basis for re-evaluating temporary employment staffing and scheduling needs.

6. Technical Support

Questions concerning temporary employment practices may be referred to the Human Resources Department, which can be reached during regular business hours (between 7:00am and 6:00pm, Monday through Thursday, excluding official holidays). The phone number to call for Human Resources is 352-334-5077.

Questions concerning federal or state health insurance mandates, as well as compliance with such laws and the amount to budget for health insurance, may be referred to the Risk Management Department, which can be reached during regular business hours (between 7:00am and 6:00pm, Monday through Thursday, excluding official holidays). The phone number to call for Risk Management is 352-393-8892.

Adopted: 11/12/14