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| Temporary Staffing | **Last Reviewed** | October 2017 |
| **Last Revision:** | October 2017 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * Ideal Aging * THA Services * RightHealth® |
| **Included in the following THA Manual** | Administrative Policies & Procedures  Talent Management |

###### POLICY

Temporary staff may be hired to fill in during extended absences of regular staff, to cover time between a termination and the filling of a position, to cover peak work loads, to provide a short term buffer for fluctuating work loads, or to assist on projects of short term duration of one-hundred eighty working days or less. When the limit is reached, temporary staff may be hired as a regular employee or separated.

Temporary staff members are employees’ at-will and, as such, the employment relationship can be terminated without notice, at any time. Temporary staff should be made aware of THA Group’s policies and procedures and are expected to comply with such during the effective period of the assignment.

### SCOPE

This policy applies to temporary staff hired through a temporary staffing agency or by THA Group.

**POLICY AND PROCEDURE**

#### Request for Temporary Personnel: All requests for temporary staff are submitted to Talent Management by stating the beginning and ending dates of assignment, the duties to be performed, and the expected hours of work per week. The ending date cannot exceed 180 working days.

#### Process: Once a request is made, Talent Management provides a timeline for filling the request. Talent Management fills the order by contacting a professional staffing agency, independent contractor or person(s) known to the organization. Under no circumstances are temporary staff allowed to begin work prior to receiving approval from the President and CEO. Temporary staff is required to complete all pre-employment requirements, including a background check and pre-employment drug screen.

#### Timesheets: The invoicing process begins with a temporary staff member’s timesheet. This document is presented to the appropriate manager for approval. The manager’s signature on the timesheet verifies that the hours indicated on the timesheet are correct and may be turned in to the staffing agency or the payroll department. Should any discrepancies on the timesheet be noted, the manager notifies Payroll immediately.

#### Compensation: Compensation for temporary staff members is paid through the temporary staffing agency for actual time worked at an hourly billing rate negotiated and agreed upon. Payment is not made for holidays, sick days, and vacation days. Temporary staff members hired directly by THA Group are paid on a bi-weekly basis at an agreed upon rate. Overtime rates apply to hours worked in excess of 40 hours per week.

#### Orientation: All temporary staff receives a basic orientation that includes information on timesheet procedures, dress code, and work guidelines. All temporary staff must also read and sign a document stating that they are aware of and will follow THA Group guidelines on confidentiality of personal and medical information.

#### Changing an Assignment: Any significant changes in job duties or description must be communicated to Talent Management. Since all temporary employees are selected according to their demonstrated ability to perform the duties of a specific job description, any new assignments are discussed to ensure that the staff member is capable of performing the new duties. Temporary staff members are encouraged to be flexible, but Talent Management is contacted prior to any significant changes in the responsibilities of any temporary staff member.

#### Ending an Assignment: When the services of a temporary staff member are no longer required, for any reason, it is the manager’s responsibility to notify Talent Management so that the staff member and/or temporary staffing agency can be advised of the discontinuation of the assignment. Managers should terminate access rights promptly when a temporary staff member leaves the position.

#### Hiring Temporary to Regular Staff: Temporary staff members can be hired as a regular staff member by THA Group after a specified number of hours on assignment and approval by the Vice President of Talent Management. Managers who select a temporary staff member contact Talent Management to finalize the hiring procedures prior to extending an offer. Negotiated conversion rates associated with hiring a temporary staff member through a temporary staffing agency are based on annualized salary and days of service.