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| Temporary Employee | **Last Reviewed** | September 2019 |
| **Last Revision:** | August 2020 |
| **Applies to the following THA Group of Companies:** | * Island Health Care * Island Hospice * Independent Life at Home * THA Services * Palliation Choices * RightHealth® |
| **Included in the following THA Manual** | Administrative Policies & Procedures  Talent Management |

###### POLICY

Temporary employees may be hired to fill in during extended absences of regular employees, to cover time between a separation and the filling of a position, to cover peak workloads, to cover for person(s) on a leave of absence, or to assist on projects of short-term duration typically of one-hundred eighty working days or less. When the limit is reached, temporary employees may be hired as a regular employee, separated or have their time extended in extenuating circumstances.

Temporary employees are employees at-will and, as such, the employment relationship can be separated without notice, at any time. Temporary employees 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 employees hired through a temporary staffing agency or by THA Group.

**POLICY AND PROCEDURE**

#### Request for Temporary Personnel: All requests for temporary employees 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. The President and CEO must approve the request for temporary help.

#### Process: Once a request is made and approved, 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 employees able to begin work prior to receiving approval from the President and CEO. Temporary employees are required to complete all pre-employment requirements, including a background check and pre-employment drug screen.

#### Timesheets: The invoicing process begins with a temporary employee’s timesheet. This document is presented to the appropriate leader for approval. The leader’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 leader notifies Payroll immediately. Compensation: Compensation for temporary employees is paid through the temporary staffing agency for actual time worked at an hourly bill rate negotiated and agreed upon. Payment is not made for holidays, sick days, and vacation days, unless mutually agreed upon and approved by the President and CEO. Temporary employees hired directly by THA Group are paid on a bi-weekly basis at an agreed upon rate. Overtime rates apply to hours worked more than 40 hours per week.

#### Orientation: All temporary employees receive a basic orientation that includes information on timesheet procedures, dress code, and work guidelines. All temporary employees 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 employee is capable of performing the new duties. Temporary employees are encouraged to be flexible, but Talent Management is contacted prior to any significant changes in the responsibilities of any temporary employee.

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

#### Hiring Temporary to Regular Employee: Temporary employees may be hired as a regular employee by THA Group after a specified number of hours on assignment and approval by the President and CEO. Leaders who select a temporary employee must contact Talent Management to finalize the hiring procedures prior to extending an offer. Negotiated conversion rates associated with hiring a temporary employee through a temporary staffing agency are generally based on annualized salary and days of service.