



## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: EMPLOYMENT OF TEMPORARY FULL-TIME AND PART-TIME STAFF EMPLOYEES (NOT INCLUDING AGENCY HELP)	Code: CC0506
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Policy Reference: N/A

Temporary employees may be employed by MATC. A temporary staff position is one that has an approved beginning and ending date and is not considered a regular position in the budget.

Supervisors shall not retain temporary staff employees for more than the approved period of time. This approved period of time shall not exceed 1,040 hours in any 12-month period unless a specific exception is approved in advance and in writing by the president.

Temporary staff employees shall be paid the minimum rate of the salary range established for the position and shall receive only those benefits required by law (such as Workmen's Compensation and Unemployment Compensation). The president must approve any exceptions to the salary provided.

1. When a supervisor wishes to create a temporary staff position, existing budget procedures are to be followed.
2. If the request to create a temporary staff position has been approved, the supervisor is to follow Administrative Regulation and Procedure CC0101 (Authorization to Fill Vacant Full-Time Positions).
3. These control procedures are to be followed:
  - a. Human Resources will indicate and confirm in writing to the applicant hired that the position is temporary and has a beginning and ending date.
    - (1) All overtime will be used in computing the temporary employee's 1,040-hour limitation.
  - b. Whenever an extension of the employment period is requested, a new Position Requisition, Form 92:22-D, should be initiated by the immediate supervisor.

Office of Responsibility: Human Resources Department