



**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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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

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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.

Temporary staff employees shall be paid with the salary range of the vacant temporary position.

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.
  - 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  
Last Reviewed: Mar-2022