HUMAN RESOURCES

Temporary Personnel

I. The employment of temporary personnel will comply strictly with all laws and School Board policies and regulations.

II. Temporary Personnel are hired to complete a particular task for the School Division.

III. Benefits

A. Temporary employees typically are not eligible to participate in employee benefit programs. However, they may participate in the Prince William County Schools (PWCS) Supplemental Retirement Plan.

B. Temporary staff working full-time hours, as defined by the Affordable Care Act (ACA), may be eligible for health insurance.

IV. Authorization

A. A workflow requisition shall be submitted for all candidates recommended for temporary assignment at least three (3) weeks before the anticipated start of the assignment, whenever possible.

B. Temporary assignments are limited by funding authorized for one fiscal year. Workflow requisitions are required each year the employee is asked to perform a temporary assignment.

C. Temporary employees shall be subject to the same employment requirements as regular non-temporary PWCS employees, including, but not limited to a completed employment application, satisfactory references, Employment Eligibility Verification, fingerprinting, child abuse history record checks, and tuberculin testing.

D. New temporary employees are not permitted to start an assignment without prior approval from the Department of Human Resources.

E. The principal/supervisor (or designee) shall be responsible for orienting, training, assigning tasks, and monitoring the temporary employee’s performance.

F. Temporary employees are to conduct themselves in a professional manner and abide by the standards of conduct established for all PWCS employees.
V. Pay

A. Temporary employees are paid on an as-needed basis for hours physically worked. Temporary employees do not receive pay for holidays or Code Red/Green days for which they do not physically work.

B. Standard temporary rates of pay shall be published annually in the approved Budget Manual.

C. Temporary positions for which there is not an established rate defined in the Budget Manual shall be paid a rate established by the Director of Human Resources (or designee). The approved rate shall not exceed the rate a regular full-time employee performing comparable functions would earn, and be comparable to other temporary employees utilizing similar skills.

D. Temporary rates must be listed in the Budget Manual, or be approved in advance by the Department of Human Resources prior to a supervisor making a pay rate commitment or permitting the prospective employee to work.

VI. Classified Employees Working Additional Hours

A. Classified employees who work additional hours performing similar duties to their regular assignment shall be paid the same rate of pay as he/she would receive in their regular classified position.

B. If the employee performs duties outside of their regular calendar (e.g., working summer school), or works an assignment outside of their work hours that differs from their regular duties (e.g., interpreting, selling tickets), the applicable temporary rate of pay for that assignment would apply.

C. The primary supervisor must approve any temporary assignment.

VII. Overtime

A. Overtime compensation may not be waived by any agreement between the employee and the employer.

B. Non-exempt (hourly) classified and substitute/temporary employees are not permitted to hold two or more jobs in the school system that would require the employee to work more than forty hours in a workweek.
VIII. Assignments

A. Employees are not permitted to sign in or commence work before their normal starting time or continue working after their normal ending time without prior approval of their supervisor.

B. All hours worked must be recorded on an approved timesheet or through the approved electronic time keeping system. Failure to record time or falsification of time records may result in discipline up to and including dismissal.

C. Temporary employment is “at-will.” The employee may resign, or an administrator may discontinue services of a temporary employee, with or without cause at any time.

D. If a temporary employee’s performance is unsatisfactory and merits removal from the temporary assignment, the principal/supervisor shall issue the temporary employee a written notice. A copy of the notice is to be forwarded to the Department of Human Resources and placed in the temporary employee’s personnel file.

IX. In exceptional circumstances, exceptions to this regulation may be granted by the Director of Human Resources (or designee).

The Associate Superintendent for Human Resources (or designee) and Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.