

TEMPORARY EMPLOYEES

1. Temporary employees are paid the regular rate of pay for the position they are filling but with no benefits. (Sick leave, retirement, board benefit)
2. Temporary employees will be paid on a “Positive Pay” situation. Meaning you work 1-15th of a month and get paid at the end of the month. You work 16th-end of the month and get paid on the 15th of the following month. Much the same as a substitute.
3. If the temporary employee extends into the 1st day of the 7th month all benefits are then due back to the 1st day of work. If we know the temporary employee is going to work into the 7th month we should pay all benefits from the very beginning of temporary employment. It doesn't change the fact that they are temporary it will just comply with FRS rules.
4. Temporary employees time should be submitted by secretary and entered onto the H618/H620 screens, using Job-10, followed up by submitting proper paperwork.