


## Department of Public Works and Engineering

<b>Subject:</b> <b>TEMPORARY EMPLOYEES</b>	<b>Departmental Policy</b> <b>3 - 20</b>	
	<b>Effective Date:</b> <b>Upon Approval</b>	
<p><b>I. Purpose</b></p> <p>To provide guidance in the selection of temporaries employed by the Department of Public Works and Engineering through the approved City temporary contract.</p> <p><b>II. Scope</b></p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, or directive.</p> <p><b>III. Definitions</b></p> <p><b>Contract Rate</b> - The hourly rate billed to the Department for a temporary employee furnished by the temporary agency. This is the lowest rate charged.</p> <p><b>Payroll rate</b> - The hourly rate billed to the Department for a temporary employee named by the Department. The Department is required to set the hourly amount paid to the employee and the temporary agency is allowed to add a percentage to that amount. This is a higher rate than the contract rate.</p> <p><b>Special Rate</b> - The hourly rate billed to the Department for a temporary employee in a job class not covered in the contract that is recruited and furnished by the temporary agency. This is typically the most expensive rate charged.</p> <p><b>IV. Policy</b></p> <p>The reasons for requesting a contract temporary are:</p> <ol style="list-style-type: none"><li>1. Replacement to perform the job duties of a Departmental employee on approved leave for an extended period. (i.e. injured employee, maternity leave, Leave of Absence).</li><li>2. Replacement to perform the job duties of a vacant authorized position during the period when efforts are underway to post and fill the position through City Personnel procedures and leaving the position vacant for the period of time will adversely affect the unit's operations.</li></ol>		
<b>Approved:</b> 	<b>Date Approved:</b> <b>11-20-96</b>	<b>Page 1 of 3</b>

## Department of Public Works and Engineering

3. Special project work for periods that are less than one (1) year in duration.

Prior to utilizing City contract temporaries, contact the Human Resources Division to determine if there are current departmental employees available for temporary work assignment.

All requests for contract temporary personnel (Attachment A) will be for periods not to exceed ninety (90) calendar days. If circumstances arise that necessitate retaining the personnel longer than ninety (90) calendar days, a written request to extend the temporary must contain detailed justification.

Whenever possible, the division should request the contract rate for the temporary. Only when the agency providing the temporary cannot furnish the desired type of employee should the division recommend a person be payrolled. The use of the specialized rate should be restricted to instances when the Division cannot recommend a person. When recommending a person to be payrolled, the guidelines set forth in Departmental policy 3-10, hiring of relatives, are applicable to this procedure.

The form to initially request a contract temporary (Attachment A) must have all items completed, including a realistic end date. Failure to complete all items will delay processing of the request.

The form to request an extension of a contract temporary (Attachment B) must contain a detailed justification and ending date. This form should be initiated by the requesting Division with sufficient lead time to deliver the completed document to the Human Resources Division ten (10) calendar days prior to the expiration of the (90) calendar day limit.

**NOTE: All forms must be approved by the Deputy Director of the Requesting Division and processed through the Human Resources Division of the Department.**

A monthly report listing all contract temporaries will be sent to the utilizing Divisions by the Human Resources Division to keep management informed of their contract temporary use.

Subject:

**TEMPORARY EMPLOYEES**

Department Policy **3 - 20**

Effective Date: Upon Approval

Page 2 of 3

## Department of Public Works and Engineering

### V. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action up to and including indefinite suspension.

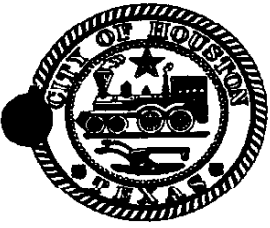
Subject:

**TEMPORARY EMPLOYEES**

Department Policy **3 - 20**

Effective Date: Upon Approval

Page 3 of 3



**CITY OF HOUSTON**  
**Personnel Department**  
**TEMPORARY SERVICE REQUEST FORM**

Dept. : **Public Works and Engineering** Division : \_\_\_\_\_ Date: \_\_\_\_\_

Position Title : \_\_\_\_\_

Position Duties: \_\_\_\_\_

**Justification:**

\_\_\_\_\_ Fill open Position # \_\_\_\_\_ Contract \_\_\_\_\_ Specialized

\_\_\_\_\_ Replace Leave of Absence \_\_\_\_\_ Payroll

\_\_\_\_\_ Special Project \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Special Skills/Equipment : \_\_\_\_\_

Hours: \_\_\_\_\_

**Funding:**

\_\_\_\_\_ Grant

\_\_\_\_\_ General Fund

\_\_\_\_\_ Enterprise

Days off : \_\_\_\_\_

Fund # : \_\_\_\_\_

Dept. # : \_\_\_\_\_

Org. # : \_\_\_\_\_

Appr. # : \_\_\_\_\_

Account: \_\_\_\_\_

**Dates:**

Start Date : \_\_\_\_\_

Budget Approval : \_\_\_\_\_

Projected End Date : \_\_\_\_\_

**Reporting Instructions:**

Location : \_\_\_\_\_

Telephone : \_\_\_\_\_

Supervisor : \_\_\_\_\_

Department Approvals : \_\_\_\_\_

Deputy Director

Date

**DO NOT COMPLETE BELOW THIS LINE**

Dept. Budget : \_\_\_\_\_ YTD Expenditures : \_\_\_\_\_

Hourly Rate : \_\_\_\_\_ Total Cost : \_\_\_\_\_ Title : \_\_\_\_\_

Agency : \_\_\_\_\_ Contact Person : \_\_\_\_\_ Date : \_\_\_\_\_

Approved : \_\_\_\_\_

Personnel

F & A

Disapproved : \_\_\_\_\_

Name/Dept.

**Department of Public Works and Engineering  
Extension of Contract Temporary Request Form**

Division: \_\_\_\_\_

Position Title: \_\_\_\_\_

Name of Current Temporary: \_\_\_\_\_

Start Date: \_\_\_\_\_

Original Projected End Date: \_\_\_\_\_

Justification for Extension: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New Projected End Date: \_\_\_\_\_

Approval : \_\_\_\_\_

Deputy Director

Date