

Number 12.7 - COMPENSATION FOR TEMPORARY EMPLOYEES

Effective Date: March 1, 1996
Revised: January 27, 2011

Applicable To: All temporary employees with the Executive Branch of the State of Vermont.

Issued By: Department of Human Resources

Approved By: Jeb Spaulding, Secretary of Administration

PURPOSE AND POLICY STATEMENT

The purpose of this policy is to establish the basic principles regarding the compensation for temporary employees. Temporary employees are employed for short periods of time in accordance with 3 VSA §331. They provide departments with sufficient staffing resources for seasonal or part-time work, emergencies, short-term special projects, work load fluctuations, and short-term absences of regular employees (See Number 5.1, Employment Categories).

HIRING RATE

The hiring rate for a temporary employee is the minimum rate which would apply to the position if it were a permanent position. There may be occasional exceptions to this minimum rate for temporary employees returning to State service. Before an offer of employment is made at a hiring rate above the pay grade minimum, the rate must be approved by the Commissioner of Department of Human Resources. Any unauthorized salary offer is not binding on the State and may not be approved.

If a temporary employee changes duty assignments during the course of employment, the hiring rate may be adjusted. Such salary adjustments must be approved in advance by the Commissioner of the Department of Human Resources. Salary adjustments are made in the first pay period following the Department of Human Resources approval. Retroactive adjustments will not be approved.

Retired State employees hired into temporary positions may be offered a hiring rate comparable to the end-of-probation rate applicable to the temporary position. Such offers may be made without prior approval from the Department of Human Resources.

OVERTIME

It is the general policy of the State to compensate temporary employees for overtime work by the same method that applies to permanent employees performing similar work in the same work unit, unless otherwise required by State or federal laws. Temporary

employees are also eligible to receive shift differential if qualified. However, such temporary employees may not receive compensatory time off.

On request by an appointing authority, the Commissioner of the Department of Human Resources may approve an alternative overtime provision provided it complies with minimum provisions under the Federal Fair Labor Standards Act (FLSA).

OTHER BENEFITS

Temporary employees are not eligible for any other forms of compensation or benefits including, but not limited to the following:

- compensatory time off
- merit bonuses
- retirement contributions or service credit
- office allowance
- stand-by pay
- higher assignment pay
- weekend differential
- health, life, or dental insurance
- holiday pay or time off
- any other paid leave

Expenses for miles traveled and meals incurred as a result of working for the State may be reimbursed under Expense Reimbursement, however, in-state, mid-tour meals are not reimbursable.

The Commissioner of Human Resources may, with evidence of a bona fide business need, waive the limitation(s) of this Policy.

Approved:

_____/s/
Jeb Spaulding
Secretary of Administration

2/7/11

Date