

COMPENSATION FOR TEMPORARY EMPLOYEES

Number 12.7

Effective Date: December 31, 2016

Supersedes: Policy 12.7, dated January 27, 2011
Policy 12.7, dated March 1, 1996

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

Issued By: Department of Human Resources

Approved By: Trey Martin, 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 V.S.A. § 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, except for an intern, is the minimum rate of pay that would apply to the position if it were a permanent position. There may be occasional exceptions to this minimum rate for temporary employees who are 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 the temporary employee is an intern, refer to Personnel Policy 6.7, Internships, to determine the starting rate of pay.

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 effective with the first day of the pay period following approval by the Department of Human Resources. Retroactive adjustments will not be approved.

Retired State employees hired into temporary positions may be offered a hiring rate at the end-of-probation step applicable to the comparable classified 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 classified 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, temporary employees shall 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 for a temporary employee, provided it complies with the provisions under the Federal Fair Labor Standards Act (FLSA).

OTHER BENEFITS

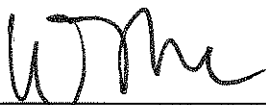
Temporary employees are not eligible for any other forms of compensation or benefits including, but not limited to the following:

- 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
- paid leave, other than sick leave provided in accordance with Policy 14.1

Expenses for miles traveled and meals incurred as a result of working for the State may be reimbursed in accordance with existing expense reimbursement policies, 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:



Trey Martin
Secretary of Administration

12-28-16

Date