

Garrett County Public Schools
40 South Second Street
Oakland, MD 21550

TEMPORARY EMPLOYMENT

Administrative Procedure

A temporary employee is one who is employed for the duration of:

- A specified and limited period of time;
- A limited number of hours per week, unless approved by Human Resources and/or the Human Resources has designated the individual as exempt;
- A specific project;
- A specific grant award period;
- A structured season of activity; and/or
- A specific instructional program (excluding home teaching).

As temporary employees for programs, projects, and/or activities are needed, vacancy announcements will be posted at the Central Office and in other appropriate areas, and qualified individuals will be given the opportunity to apply. Current employees who make application will be given consideration but are not guaranteed appointment.

Appropriate administrators will review applications on a case-by-case basis and either recommend or reject employment based on the stated qualifications and needs of the system. An individual shall be assigned to temporary employment status by the execution of a "Temporary Employment Agreement" form which includes the employee's voluntary acceptance of, and willing agreement with, the terms stated thereon.

The terms of the temporary contract shall include, but not be limited to, the following: the name of the position and related program; the specified hourly rate of compensation, including an amount total not to be exceeded; the number of hours to be worked per day; the number of days to be worked per week; the duration of the contract, including an automatic termination date; and the appropriate signatures. A temporary employment agreement will not be deemed valid until signed by all appropriate administrators and filed with the designated program office.

A temporary employee in signing the "Temporary Employment Agreement" agrees to indemnify and hold harmless the Board of Education of Garrett County and/or Funding Agency, as well as their agents, from any and all financial or personal liability resulting from services rendered, other than those stated in the contract or as required by Law.

Services rendered under the Board Policy 532.22 entitled "Temporary Employment Policy", whether part-time or full-time, shall not be eligible for or earn credit toward any benefits such as tenure,

retirement, holiday pay, accrued vacation, leaves, or any other fringe benefits. Such temporary employment should also not be construed in any way to suggest continued or future employment, as it relates the designated position or any other. Further it should be understood that either party may terminate the temporary employment agreement at any time, with or without reason, by providing written notification, including an effective date.

Temporary employees shall be covered by Worker's Compensation, FICA, and other benefits as required by Law.

Temporary employees will be paid in accordance with the regular payroll procedures of the Board, unless otherwise specified in the signed agreement. Signed time sheets or a verified time record will be required in order for payment to be processed.

Temporary Employment Agreement

Certificated and Other Professional Personnel 532.23

Adopted 11/08/90

Revised 08/09/94, 09/20/94, 11/09/10, 11/12/13 TDT