

DIRECTIVE NUMBER 300-18-12

DATE: February 15, 2013

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Temporary Positions

1.0 Purpose

1.1 To update policy.

2.0 Reference

2.1 K.A.R. 1-6-25,

3.0 Policy

3.1 Persons who meet the minimum qualifications for a particular class may be appointed to a temporary position in that class. A temporary position may not exceed 999 hours of work, including overtime, during a 12-month period. This policy does not pertain to those temporaries hired from a temporary services agency.

- a. Temporary employees are not eligible for any employee benefits.
- b. A person may have more than one temporary position in the Department of Labor in a 12-month period, as long as the total number of hours worked on all combined positions does not exceed 999 hours.
- c. Re-hiring a retiree as a temporary employee will be addressed by the HR Director in those circumstances.
- d. Work that will need to be performed on an on-going basis is not appropriate for temporary employees. That work should either be re-assigned to a regular full or part-time employee or the position filled through the normal recruiting process.

4.0 Responsibilities

4.1 A request to hire a temporary employee must be submitted through the appropriate Division Director in memorandum or email form to the Human Resources (HR). If approval is received from the Secretary's office, HR will notify the requesting department of authorization to hire a temporary employee.

4.2 Offices must key temporary hours at least weekly. It is the responsibility of the work unit to ensure that temporary employees **do not** exceed the 999-hour limit.

4.3 This procedure does not apply to temporary employees working through a temporary services agency. For information on those procedures, please contact the HR Office.

5.0 Inquiries

5.1 Contact HR by email at human.resources@dol.ks.gov or at 785-296-5000 ext. 2565

6.0 Revision History

6.1 April 2016

Signature on file

Lana Gordon, Secretary of Labor

Rescissions: 300-05-06	Expiration Date: Continuous
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