7.19 -- TEMPORARY EMPLOYMENT

In the Van Buren School District, it is periodically necessary to employ temporary workers. For the purpose of this policy, a temporary worker is defined as one (a) who is not placed on a classified or certified contract and (b) one whose hourly work is documented by a district time card.

Employment of all temporary workers (including student workers) must be approved by the Superintendent (or designee) prior to employment and documented using appropriate district forms.

All temporary employees will be required to document work using a district time card. The district time card must be signed by the principal/supervisor and submitted to the Fiscal Services office for payment in the next regular payroll cycle.

Adopted by Board of Education: 11/14/2006

7.19F1 – TEMPORARY EMPLOYMENT

DOCUMENTATION AND APROVAL FORM

Employee Name _____ **Date** _____

Request For Temporary Employee _____

_____

_____

_____

Justification For Temporary Work _____

_____

_____

_____

_____

Compensation: $ _____ **per hour**

Funding Source (Account Number): _____

Comments _____

_____

_____

_____

_____

Employee Signature: _____

Requested By (District Administrator) _____

Approved By (Superintendent or Designee) _____