

UINTAH SCHOOL DISTRICT POLICY ACTION REVIEW

1st Reading	<u>5/8/19</u>	New	<u> </u>
2nd Reading	<u>6/19/19</u>	Revised	<u> X </u>
Approved	<u>6/19/19</u>	Substitute	<u> </u>

Policy 005.0540 TEMPORARY EMPLOYEES

REPLACES AND REVISES TEMPORARY EMPLOYEES POLICY 005.0540 (LAST APPROVED 08/08/18)

1.0 TEMPORARY EMPLOYEES

A temporary employee is an individual who is employed on a temporary basis as defined by policies adopted by the Uintah Board of Education. Contracted employee means an employee of the Uintah School District who was hired prior to October 9, 2013 to work 20 or more hours per week in any regular non-temporary job; or an employee of the Uintah School District who was hired on or after October 9, 2013, to work 30 or more hours per week in any regular, non-temporary job.

1.1 Temporary Employees include:

- a. Persons hired pursuant to a grant or other source of funding, which may be of uncertain or limited duration.
- b. Employees hired to supervise or coach extracurricular activities. (Refer to Policy 005.0530 Extracurricular Assignment and Pay.)
- c. Persons who are specifically notified at the time of their employment that they are classified as temporary employees.
- d. All non-contracted employees.

2.0 EMPLOYMENT STATUS/TERMINATION

- 2.1 Temporary employees serve “at will” and have no expectation of continued employment. ^{(53G-11-501(15))}
- 2.2 The School Board does not recognize any group or organization representing employees regarding temporary employment.
- 2.3 Temporary employees may be terminated at any time, with or without cause, by the Superintendent or his/her designee, except no employee shall be terminated for any reason prohibited by Federal or state law.
- 2.4 Temporary employees may be evaluated according to procedures adopted by the particular program or as directed by the Superintendent or his/her designee.
- 2.5 An hourly non-contract temporary employee may either give a complaint verbally or in writing to the immediate supervisor. If the complaint is not resolved at this level, the employee may appeal in writing to the supervisor’s immediate superior. No appeal is granted beyond this level.

3.0 EMPLOYEE BENEFITS

- 3.1 Unless specifically provided by contract or agreement at the time the temporary employee is hired, temporary employees shall not be eligible to receive any employment benefits offered to regular employees of Uintah School District.

3.2 Time spent as a temporary employee shall not be considered time in employment for any regular employee benefit program of the School District, including retirement, early retirement, reduction in force, qualification to become a career employee, etc.

4.0 APPLICATION OF DISTRICT POLICIES

4.1 Except as otherwise specifically set forth, in the employment agreement with the temporary employee the following School District policies shall apply to temporary employees:

- 002.0600 Statutes and State Rules and Regulations
- 002.1000 Copyright Laws
- 004.0200 Purchasing
- 004.0300 Accounting
- 04.0520 Travel Expense and Reimbursement
- 004.0612 Cash Receipt and Expenditures
- 004.0610 Fundraising
- 004.0800 School Properties Disposal
- 004.0810 Insurance Coverage
- 004.0900 Mobile Communication Devices
- 005.0050 Knowledge of Policies and Procedures
- 005.0060 Relating to (that part dealing with Background and Criminal History checks)
- 005.0110 Equal Employment Opportunity Statement
- 005.0200 Hiring
- 005.0330 Workplace Discrimination and Harassment
- 005.0520 Only Section 6 dealing with incidental contract employees
- 005.0635 Workman's Compensation Benefits
- 005.0685 Family Leave Policy is only applicable to the extent required by Federal Law, i.e. is only available to eligible employees
- 005.0700 Physical Examinations and Food Handlers Permit
- 005.0710 Chemical Tests
- 005.0800 Dress and Grooming Policy for Employees
- 005.2100 Drug Free Workplace
- 005.2200 Health Requirements and Services-AIDS and HIV infection
- 006.0700 Approval of Programs and Activities
- 007.0700 Health Requirements and Services: Medical Treatment And Immunization
- 007.0705 Guidelines for Handling Body Fluids in School
- 007.0710 Acquired Immune Deficiency Syndrome Policy
- 007.1500 School Fees
- 007.1700 Child Abuse Reporting
- 007.2110 Sexual Harassment of and by Students
- 007.2300 Education and Family Privacy
- 007.2310 Education Records Access
- 010.0500 Emergency Preparedness.

5.0 COMPENSATION

- 5.1 Temporary employees shall be paid according to the pay scale adopted for that particular program or employment.
- 5.2 Regular employees of the School District who accept a position as a temporary employee shall not have their regular compensation or benefits diminished by virtue of their work as a temporary employee unless otherwise agreed in writing.