Policy 0508

From Human Resources

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PERSONNEL POLICY MANUAL
MoDOT Personnel Policy Title: Use of Temporary Employment Services **Policy Number**: 0508 **Chapter Title**: Employment **Effective Date**: July 1, 2005 **Supersedes Policy Number**: 0508 **Dated**: April 1, 2004
Approved By: Micki Knudsen, Human Resources Director (Signature on file)

POLICY STATEMENT

The use of temporary employment agencies to fill temporary vacancies within the department is allowed with the approval of the relevant district engineer or division leader/state engineer.

PROVISIONS / REQUIREMENTS

1. Temporary employment agency personnel are not considered employees of the department for payroll, benefits, or other purposes.

2. Districts/divisions/offices using temporary employment agencies that do not have a contract with the state are responsible for verification of each agency's status as an equal opportunity employer.

3. Temporary employment agency personnel are not authorized to operate department vehicles due to the unavailability of appropriate insurance coverage.

PROCEDURE

Procedure 0508, "Use of Temporary Employment Services"

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