

**SCHOOLCRAFT COUNTY ROAD COMMISSION
POLICIES AND PROCEDURES**

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Author: Jean Vanderville

Signature: 

Policy Name: Temporary Employees

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Approved by: Board of Commissioners

Signature: 

Policy:

Temporary employees provide a vital assistance to the road commission as a team of workers utilized during a specific period of time during the year. Temporary employees are "At Will" and subject to layoff or termination in accordance with Schoolcraft County Road Commission (SCRC) policies and procedures. These positions are not permanent in nature and are subject to being modified or abolished at any time.

Procedure:

- 1) Hiring of temporary employees will be based on the present or anticipated need/necessity of the road commission to accommodate temporary work detail situations.
- 2) Temporary employees are defined as employees working less than one hundred eighty-two (182) days in a one (1) year period beginning on October 1 and ending September 30 of the following calendar year.

Temporary employees are not guaranteed 40 hours per week during the allotted 182 days of eligible employment. Temporary employees will be scheduled 40 hours per week during Winter Operations until services are no longer needed for Winter Operations with the exception of Holidays and elective days off. Temporary employees who are called in to work on a Holiday will be paid time and one-half (1-1/2x) the rate of pay.

- 3) Temporary employees will not be used to replace full-time employees.
- 4) Temporary employees will attend an orientation prior to starting work.
- 5) Temporary employees shall abide by and follow all policies and procedures of the Schoolcraft County Road Commission.
- 6) Temporary employees are required to provide and keep current all necessary licenses, physicals, and/or training related to their specific job classification at their own expense.

7) Compensation:

- a. Rate of Pay: Temporary employees will be paid on an hourly basis.

Non-CDL Temporary Employees:

All Years: \$16.00

CDL Temporary Employees:

All Years: \$19.00

- b. SCRC is required by law to make deductions from an employee's paycheck for such items as federal and state income taxes, social security taxes, and garnishments. The employee's paystub will reflect all deductions.
- c. Temporary employees are compensated only for actual hours worked and are not eligible for vacation, sick leave, personal or holiday pay.
- d. Temporary employees are not eligible for benefits provided to full-time employees such as health insurance, promotions, premium pay, seniority considerations, physicals, glasses, CDL compensation and/or any other benefit associated with a full-time employee's eligible benefits.
- e. All hours worked in excess of eight (8) hours per day in a five (5) day - eight (8) hour/day week and ten (10) hours per day in a four (4) day – ten (10) hour/day week or forty (40) hours per week shall be paid at the rate of time and one-half (1-1/2x) the rate of pay.

8) Attendance: Temporary employees are expected to report to work on time every day as scheduled. If the employee is unable to report to work, he/she must notify their supervisor prior to starting time. Should an emergency arise, and he/she is unable to reach the supervisor, contact should be made with the office staff as soon as possible. Employment may be jeopardized if there are repeated absences or tardiness.

9) Worker's Compensation: Temporary employees are required to immediately report any work-related illness, accident or injury.

10) Pre-Employment Requirements:

Non-CDL: If offered a temporary position, hiring will be contingent upon passing a pre-employment non-DOT drug screening.

CDL: If offered a temporary position, hiring will be contingent upon passing a pre-employment DOT drug screening, having an active Medical Examiner's Certificate (for

Commercial Driver Medical Certification), and having no open violations on the Federal Motor Carrier Safety Administration's (FMCSA) Drug and Alcohol Clearinghouse.

SCRC will be responsible for any charges related to the pre-employment drug screening and the FMCSA's query.