

MISSOURI DEPARTMENT OF TRANSPORTATION

**PROCEDURES MANUAL
FOR PERSONNEL POLICIES**



Procedures for Policy Number and Title 0508, "Use of Temporary Employment Services"	Effective Date of Procedures July 1, 2005
Approved By Micki Knudsen, Human Resources Director, Signature on File	Supersedes Procedures Dated

PROCEDURES

1. Local human resources representatives should be contacted when someone is considering obtaining services through a temporary employment agency. A few things to consider before implementing these contracts include the length of time someone is needed, the cost of the agency help compared to pay and benefits if a department employee is used, budget provisions, if there is an employee available internally who is in need of a temporary modified duty assignment, and opportunities for cross-training.
2. Payment for services rendered by temporary employment agency personnel are not to be made until the supervisor has approved the satisfactory completion of duties and time. Districts/divisions/offices are responsible for keeping time records and processing payments.
3. The expense for temporary employment agency personnel is chargeable to the expense and equipment account, as they are not department employees.
4. Temporary employment agency personnel are subject to the same performance standards as applied to department employees.
5. For names of temporary employment agencies that have contracts with the state, please contact the Human Resources Division or access the State of Missouri web site at [Statewide Temporary Employment Agency Contracts](#).