

## Standard Operating Procedure Temporary Labor Pool

Step	Performed By	Action Performed	Comments
1	HR CSR	The maximum number of hours a temp labor position can work in a calendar year is 999 hours. Temp labor positions do not qualify for benefits, TMRS, or leave accruals. Non-Civil Service hiring procedures (including interviews, appropriate assessment testing, and screening by Employee Health Services) are to be followed for selecting applicants into the temp labor pool.	Temp labor pool employee personnel files are located in the EEO/Staffing Officer's office in the third drawer of the four-drawer tan filing cabinet.
2	HR CSR	When an applicant is selected for the temp labor pool, his name is entered into the Temp Pool Info & Temp Pool Time 2003 Excel Spreadsheets.	Both Spreadsheets are located on the J Drive/HR folder/Temp Labor Pool folder.
3	Department Supervisor	When a department wants to request a temp labor pool employee, a Temporary Labor Pool Request Form is completed and submitted to HR.	Temporary Labor Pool Request Form is located on the J Drive/HRForms folder/Temp Labor Pool folder
4	HR CSR	When the Temporary Labor Pool Request Form is received in HR, contact qualified employee and give assignment location, contact person, and start date to report to work. Instruct department to give a Temporary Labor Pool Timecard to the employee to track time.	Temporary Labor Pool Timecard Form is located on the J Drive/HRForms folder/Temp Labor Pool folder
5	Temporary Employee & Department Supervisor	The employee enters the time worked on the Temporary Labor Pool Timecard daily. Supervisor certifies time worked and confirms account number to charge time against. The employee and department supervisor sign and return the timecard to HR by 5:00 PM on the Friday before pay week.	
6	HR CSR	Total time from all departments for each temp labor pool employee during the pay period and add it to the "Temp Pool Time 2003" excel spreadsheet. Enter date, name, department, charge code, and hours into the spreadsheet (from the timecard) for each employee. Transfer information from the temp labor pool timecard to a	Temp Pool Time 2003 excel spreadsheet is located on the J Drive/HR folder/Temp Labor Pool folder

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		<p>City of Waco timecard for each temp labor pool employee. Complete the “type” and “hours” columns on the City of Waco timecard. Attach a copy of the temp labor pool timecard to the City of Waco time card for each employee and provide timecards to HR timekeeper. Keep a copy of the temp labor pool and City of Waco timecards. These copies are kept in the in the bottom drawer of the long two-drawer filing cabinet by workstation #2.</p> <p>The HR timekeeper provides City of Waco timecards for each temp labor pool employee. If one is not provided, make a copy of an existing timecard, whiteout the personal information on it, and replace it with the appropriate temp labor pool employee’s information.</p>	<p>Coordinate with employee and department to avoid going into overtime status.</p> <p>The golf course has 2 project codes (<b>GCCART</b> is Kenny Duron's positions and <b>GCMAN</b> is J.D. Franz's positions). These codes must be included on the City of Waco timecard under the “Proj” column.</p>
7	HR CSR	Notify temp labor pool employees and departments that paychecks are picked up Thursdays of pay weeks after 2:00PM in the HR office.	
8	Department Supervisor	When assignments of temp labor employees are completed, complete a Temporary Labor Evaluation Form and submit it to Human Resources.	Temporary Labor Evaluation Form is located on the J Drive/HRForms folder/Temp Labor Pool folder