

USE OF AGENCIES PROVIDING TEMPORARY EMPLOYEES

1. Employment agency personnel may be used for a period not to exceed 90 days to temporarily fill a classified vacancy; for a period not to exceed 175 days in one year or 165 days over two consecutive years to meet an unanticipated increase in workload requiring classified services; or for a period not to exceed 194 days to fill a need for substitute classified services.
2. Employment agency personnel should be obtained from the temporary service agencies having a contract for such services with the District. Information regarding these contracts may be obtained by calling the District Purchasing Office. If the contracted agencies are unable to provide temporary employees, managers may solicit the services of other temporary agencies.
3. Employment agency personnel should be used to staff categorically funded classified positions regardless of the duration of the project.
4. Employment agency personnel may not be used to fill an academic vacancy unless it is a designated "management" position.