

TEMPORARY EMPLOYEE POLICY

1. This policy is established to make supervisors aware of the procedures that need to be followed to employ a temporary employee. The following policies are implemented in an effort to correct documentation problems and enhance the process of bringing on a temporary employee:

- a. Complete temporary employee packages Army or Air will be submitted in accordance with the [Temporary Employee Package Letter of Instructions](#) and the Standard Form 52 Preparation Guide. All the required forms can be found on the Human Resource web page under the Staffing tab. Any missing documents or documents completed incorrectly will delay the process until the missing or corrected documents are received.
- b. The complete temporary request package for Army positions will be approved or disapproved for funding by the Deputy Human Resources Officer. If approved, the complete request package will then be given to the Staffing section to review for accurate and complete information. If the package is missing any of the required documents or has incomplete information, the complete request package will be returned to the person requesting the action annotated in block 5 of the SF-52.
- c. If funding is not approved, the submitted information and the request for action will be returned without action as indicated in paragraph b above.
- d. Request for actions Army and Air must be in this office at **least 10 working days prior to the effective date** of the action (start date).
- e. For both Army and Air temporaries, the effective date to start employment will not be set until all actions above are complete. As a supervisor, do not set a start date until the Human Resources Office notifies you. You will be notified of the status of your request. At the time, an effective date will be established.

2. Temporary employees must report for orientation on the first Tuesday of the effective pay period. Once the Human Resources Office contacts the selecting official with an approved effective date, he/she is responsible to schedule **new employee orientation** with the representative within his or her region. For additional information and contacts, go to www.moguard.com/Assets/Pages/82/Staff.aspx?ID=82 and click on "New Employee Orientation" and "Employee Orientation Sites".

3. All referenced items, as well as much more critical information, are available to you on our Human Resources web page that can be accessed from www.moguard.com. This site is set up to provide you, as a supervisor, current information to assist you in caring for your employees. For additional assistance, please the Staffing Section (573) 638-9500 extension 39644 or 37495.