

**SUBJECT:                    TEMPORARY SERVICES POLICY**

**Supersedes:**

**Effective:**                    January 8, 2009

**Page:**                            1 of 3

**Approved by:**                Detroit Board of Education

**1.0    Policy**

The authority to hire temporary workers is a right of the Detroit Board of Education. Temporary workers may be highly skilled professional or executive service firm or individual consultants or they may be highly skilled office, security, food service workers, etc.

These guidelines do not apply to hiring outside legal counsel. Guidelines for external auditors are required by State law. No additional Board policies currently exist related to contracting with external auditors.

Temporary workers are defined a persons hired for a specific period of time; at a specific rate; for a specific project. They do not receive Detroit Public Schools benefits or service credit.

**Utilization of temporary employees to:**

1.    Enhance knowledge, skills and attitudes of instructional and non-instructional employees.
2.    Provide services in critical shortage areas to ensure expected managerial and organizational effectiveness.
3.    Offer independent evaluations and assessments.
4.    Complete emergency tasks. An emergency might include:
  - a.    death, disability or resignation of key personnel;
  - b.    bankruptcy of, fire, or any other incapacitation of a service provider;
  - c.    damage to any DPS property that might endanger the life, safety or health of any person resulting from any causal factor including natural disaster;
  - d.    reasonably unforeseeable changes in service demand;
  - e.    delays in processing beyond the control of DPS which might jeopardize the receipt of grant or other funds;
  - f.    availability of grant or other funding with less than sixty days notice of application deadline; and/or
  - g.    failure or incapacitation of electrical or mechanical system which either threatens to shut down a facility or which presents a safety threat to

employees or citizens, or which violates local, state or federal laws, rules or regulations.

5. Provide support for confidential situations.
6. Solve technical problems.
7. Permit employees to use their vacation time.

**Prohibit using temporary workers to:**

1. Assume employees' responsibilities except in emergencies (*See Page 1 for definition*) and where specified in existing contracts.
2. Undermine or supplant currently recognized bargaining unit work.
3. Avoid paying health care benefits, and other costs of hiring permanent workers.
4. Prompt layoffs of employees, due to supplanting current employees.
5. Develop project objectives for their own consulting contract.
6. Generate commitment and support from senior executives.
7. Implement recommendations, except where the Board of Education decides that the current workforce does not have the expertise to perform implementation tasks.

**Enhance monitoring of professional services contracts by:**

1. Requiring all staff to provide a rationale for utilizing temporary workers when seeking approval.
2. Notifying unions of intent to hire temporary workers before proceeding with contracts exceeding \$100,000. Contracts under \$100,000 should not impact union membership and should be at the discretion of the Board of Education.
3. Developing a computerized data base of contracted services.
4. Requiring quarterly progress reports on activity as well as contract compliance.

**Attachments to Policy 7.56:** None

**See also:** None

**Legal References:** None

**Labor Contract References:** None