



## DEPARTMENT OF MILITARY & VETERANS AFFAIRS TEMPORARY EMPLOYMENT GUIDELINES

This document describes the terms and conditions of temporary employment at the Department of Military & Veterans Affairs.

- Temporary employees may work no more than nine months in a 12-month period, regardless of full-time or part-time status. Generally, one day worked in a month counts as a full month in the nine-month period. Therefore, start dates must be determined carefully. Temporary employees may not work another temporary assignment with the State of Colorado until a four month break has occurred between assignments.
- Temporary employment is an at-will appointment and not guaranteed for the entire nine months, nor are the number of hours worked guaranteed. Temporary appointments may conclude at any time, for any reason, and without warning.
- The pay rate for temporary employees is determined based upon the Temporary Position Description established by the hiring supervisor. The appropriate classification is made by the Human Resource Director and is based upon the evidence contained within the Temporary Position Description. Temporary employees pay will be based upon the minimum of the range for the established classification. Exceptions may be allowed with approval from the Deputy Adjutant General, however these will be rare and infrequent. Exceptions are generally reserved for returning retirees who have the ability to perform with no training and assume the full responsibilities of the position; as well as for one-time, short-term projects for a non-permanent position that requires a unique and critical skill set that is not expected to be an on-going need.
- Temporary employees are not eligible for insurance benefits.
- Temporary employees are not eligible for leave usage or accrual.
- Temporary employees are not eligible for paid holidays.
- Temporary employees are eligible for Worker's Compensation.
- Temporary employees, who are retirees of the state, may be eligible for FMLA.
- Temporary employees must contribute to PERA's defined benefit or defined contribution plan or the State's defined contribution plan and the State pays its portion. (If you are a PERA retiree, DMVA must pay the PERA employer contributions as well as the Amortization Equalization Disbursement on your salary.)
- Temporary employees are subject to wage withholding in accordance with state and federal laws.
- Temporary employees must submit a bi-weekly timesheet and will be paid on a bi-weekly schedule. Failure to submit timesheets timely may result in a payment delay.
- Temporary employees are not eligible for compensatory time. All overtime *must* be pre-approved and will be paid out on the next regularly scheduled bi-weekly payroll schedule.

Temporary employment paperwork must include the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Temporary Position Description (Supervisor completes)<br><input type="checkbox"/> Request for Personnel Action (H.R. completes)<br><input type="checkbox"/> Application Completed by Employee<br><input type="checkbox"/> Employee Information Form<br><input type="checkbox"/> I-9 (requires two forms of I.D.)<br><input type="checkbox"/> I.T. Acceptable Use Policy | <input type="checkbox"/> Direct Deposit Form (attach voided check)<br><input type="checkbox"/> Form W-4 Tax Withholding<br><input type="checkbox"/> PERA Member Information Form<br><input type="checkbox"/> Social Security Form SSA-1945<br><input type="checkbox"/> Workman's Compensation Verification<br><input type="checkbox"/> Retirement Choice Election Forms<br><input type="checkbox"/> Retirement Beneficiary Designation Form |
|--|---|

I have read and understand the provisions of a temporary assignment within the State of Colorado.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



State of Colorado

TEMPORARY POSITION DESCRIPTION

Use this document for temporary positions only. PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.

INSTRUCTIONS: Agency Code is the three-character code used by COFRS. For example, the Department of Revenue is TAA. Principal Department or equivalent means what is created by law or recognized in personnel rule.

Agency Code OAA Position Number N/A
Principal Department/Agency/University or Equivalent Department of Military & Veterans Affairs
Division or Equivalent
Work Unit or Equivalent
Work Address
Street or Box# Building and Room# City State/Zip
Requested Class Title Class Code
Anticipated Begin Date Anticipated end Date % of Time

INSTRUCTIONS: List the major job duties performed by the position. Fill in the percent of time. For purposes of the American with Disabilities Act, all job duties for this temporary position will be considered essential functions. Do not list incidental tasks.

Table with 2 columns: Percent of Time, Duty Performed

Table with 2 columns: Percent of Time, Duty Performed

<u>Percent of Time</u>	<u>Duty Performed</u>
------------------------	-----------------------

<u>Percent of Time</u>	<u>Duty Performed</u>
------------------------	-----------------------

<u>Percent of Time</u>	<u>Duty Performed</u>
------------------------	-----------------------

**Reason for Request (Check one):**

One time project                     
  Special grant                     
  Work load

Fill in for permanent employee who is on leave. Permanent position's number \_\_\_\_\_

Other. Please specify \_\_\_\_\_

**Management Approval**

As I am legally accountable for the assignment, I understand that I am responsible for the accuracy of this questionnaire. I certify that, to the best of my knowledge, this document is an accurate and complete representation of the position.

Immediate Supervisor Name (Print)	Work Phone	Ext.
Immediate Supervisor Signature	Date	
Next Higher Supervisor Name (Print)	Work Phone	Ext.
Next Higher Supervisor Signature	Date	
Approving/Reviewing Official Name (Print)	Title (Print)	
Signature	Date	

**SEND THE ORIGINAL TO THE HUMAN RESOURCES OFFICE. KEEP A COPY.**  
**Thank you for your time and effort in completing this document.**