

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

FILE CODE: GO/4121

PERSONNEL
TEMPORARY PERSONNEL

Temporary Personnel

The Association realizes that from time to time it may be necessary to hire temporary personnel when permanent staff is out for anticipated or unanticipated extended absences either under GO/4135.1 or GO/4154. In those instances of anticipated or unanticipated extended leave, the Department Director will make a written request to the Executive Director for approval to hire a temporary employee. The written request will include a summary of the work the permanent employee is responsible for, the length of time the temporary employee will be expected to work, and when the temporary employee will assume the job responsibilities. The Executive Director will make the final decision as to the hiring of a temporary employee and notify the Human Resources Manager and the appropriate supervisor.

Authority: BD 5/00
BD 10/00

See Also: GO/4153.1 Sick Leave
GO/4154 Extended Leave without Pay