

What is the Temp Pool?

The Temp Pool is a “pool” of temporary employees that can be requested by the Departments of the Fairbanks North Star Borough to work in positions for temporary coverage, temporary project coverage, etc.

What is a Temp?

A Temp is a temporary (sometimes referred to as a casual) employee who is on call to work clerical, receptionist and secretarial duties for the various Departments of the Fairbanks North Star Borough.

A Temp can be requested by a Department, but not available because:

- a) Unavailable for personal reasons
 - b) Out of Town
 - c) Working in another Department
 - d) No longer in the “Temp Pool”
 - e) Met their hour/week limits
- A Temp is allowed to work only 900 hours for the calendar year
 - A Temp can work in increments of 8 weeks within a Department
 - A Temp can refuse a “temporary” position if he/she is unavailable, they will not be removed from the “pool”
 - A Temp does not receive FNSB benefits

But most of all, a Temp can be a huge asset to your Department in time of need.

How does a Department Request A Temp?

- 1) Determine what position the Temp will be filling
- 2) Determine what duties the Temp will be assigned to complete
- 3) Determine what dates the Temp will be needed
- 4) **Do not contact the Temp directly, please go through Leslie**, either through email lschreckhise@fnsb.us or telephone ext **1373**, include all the above information.
- 5) Once a Temp has been confirmed for the requested position and time-frame, you will be notified
- 6) Prepare a PAF (Personnel Action Form): please complete the PAF in full, including beginning and ending dates, and include scheduled hours of assignment. If an assignment is extended, you must prepare a new PAF with the extended dates.
- 6) Time Sheet for Temp: Create a timesheet for the temp and have them record the hours and sign it before they leave on their last day at your site. If they are going to another assignment within the current pay period, they are responsible for taking the original timesheet to their next job. Give them the timesheet with the department head’s signature. All hours for the pay period must be on one timesheet! The Temp’s timesheet should be included in the batch of timesheets for the department in which they are last assigned.
- 9) Wait for date Temp will begin, train and have fun!