

City of Fairfield

Temporary Agency Employee Policy



A week **prior** to a temp's first day of work...



Email the HR Benefits Division (benefits@fairfield.ca.gov) informing them of your intent to hire a temp. Provide the following information in your e-mail:

- Name
- Start Date
- Job Title
- Name of Temporary Staffing Agency



Attach the [Statement of CalPERS Membership Status Form](#) and the [Part-Time Temporary Agency Declaration of Hours Worked Form](#) completed by the temp.



HR will review the documentation and confirm whether the department is allowed to proceed with hiring.

After the temp begins work, the department must...



Maintain close track of their temps' hours worked so that they do not exceed **999 hours worked in a fiscal year**, as outlined in the [Admin Policy](#).



Once a temp reaches **960 hours worked**, a notification **must** be sent to HR.



The [Declaration of Hours Worked Form](#) must be completed annually for Temporary Staffing Agency employees.

Looking for more info?

[Find it on OTIS!](#)

Questions? E-mail benefits@fairfield.ca.gov