

<p style="text-align: center;">MISSOURI DEPARTMENT OF TRANSPORTATION</p>  <p style="text-align: center;">PERSONNEL POLICY MANUAL</p>	Chapter Title Employment		
	Policy Title Use of Temporary Employment Services		
	Policy Number 0508	Page 1 of 1	Effective Date July 1, 2005
Approved By Micki Knudsen, Human Resources Director, Signature of File	Supersedes Policy Number 0508	Page 1 of 2	Prior Effective Date April 1, 2004

POLICY STATEMENT

The use of temporary employment agencies to fill temporary vacancies within the department is allowed with the approval of the relevant district engineer or division leader/state engineer.

PROVISIONS/REQUIREMENTS

1. Temporary employment agency personnel are not considered employees of the department for payroll, benefits, or other purposes.
2. Districts/divisions/offices using temporary employment agencies that do not have a contract with the state are responsible for verification of each agency's status as an equal opportunity employer.
3. Temporary employment agency personnel are not authorized to operate department vehicles due to the unavailability of appropriate insurance coverage.

PROCEDURES

[Procedure 0508, "Use of Temporary Employment Services"](#)