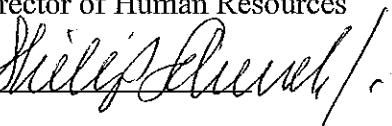


TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Special Temporary Personnel Assignments NO: 145.04
DISTRIBUTION: All Departments DATE: 11-9-15
AMENDED:
BY: Cindy Coville
Director of Human Resources
APPROVED: 

I. PURPOSE

The purpose of this Policy Memorandum is to formalize and communicate the policy regarding temporary personnel assignments when one or more of the following may be required: to fill in for a regular full-time or regular part-time employee; temporary revision to an organizational structure, and/or reassignment of personnel from other departments to work on special assignments or emergency programs.

II. RESPONSIBILITY

It is the responsibility of the Department Head to comply with this policy.

III. FORMS

Town of Bloomfield Requisition for Personnel

IV. PROCEDURE

A. The department(s) requesting the temporary personnel will be required to provide the following information to the Human Resources department: the business reason for the temporary assignment, the personnel involved if they are internal, the date the assignment begins, the duration of the assignment and the intent to fill the position.

B. Human Resources will review the temporary personnel assignment request for purposes of compliance with collective bargaining agreements where applicable and the Employee Handbook as well as ensuring that payroll issues are resolved.

C. When the review is completed by Human Resources and any issues identified have been resolved, a Requisition for Personnel form must be completed by the requesting Department head, approved by the Director of Finance and Town Manager and submitted to HR when external resources are required.