

## **30/02 Temporary Employees**

### **Subject: Temporary Employees**

Temporary employees do not actually work for the County. Instead, they are employed by a temporary agency, such as AppleOne, and perform work through a contractual agreement.

Because temporary employees are not County employees, they shall not have access to County computer systems. They shall not work on systems such as eCAPS, FMS, or any law enforcement systems. They may have access to the Sheriff's Outlook for the purpose of sending and receiving email that will aid them in completing their work assignments. They may also work on in-house databases, such as DataEase and FAS II.

County agreements with labor unions prevent any temporary employee from working more than 720 hours on any one assignment. Please keep the time limitation in mind when assigning projects to temporary employees.

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