

## **Updating Employee Classifications, Benefits & Leave**

**Overview:** As part of our ongoing review of employee classifications, benefits, and leave, I am recommending a small clarification to our personnel policies. This update is prompted by our temporary use of a licensed staffing agency for the fuels-reduction crew during the winter quarter.

The proposed change simply clarifies that individuals hired through a staffing agency are not District employees and therefore not eligible for District benefits. It does not change the crew's day-to-day work or supervision; it simply formalizes the existing separation between District employees and staffing-agency employees.

**Proposed Policy Language:** Employment Classifications and Benefit Eligibility: Use of Temporary Staffing Agencies:

The District may, at its discretion, utilize temporary staffing agencies to meet short-term or project-specific operational needs. Individuals placed with the District through a staffing agency are employees of the staffing agency, not employees of the District.

Temporary workers assigned to the District through a staffing agency are not eligible for District benefits, including but not limited to:

- health, dental, or vision insurance
- retirement contributions or participation in District retirement programs
- paid leave (vacation, sick leave, holiday pay, or other forms of paid time off)
- District-funded professional development, certifications, or non-mandatory training programs
- any other benefit, allowance, or privilege provided to District employees

This exclusion does not apply to basic safety instruction or job-specific orientation that the District provides to all individuals performing work on District projects. Such instruction is limited to the information necessary to ensure safe and compliant performance of assigned tasks and does not create an employment relationship with the District.

The staffing agency is solely responsible for payroll, taxes, workers' compensation, unemployment insurance, and any benefits offered to its employees.