



# CIRCULAR

## STATE OF NEW JERSEY

### DEPARTMENT OF THE TREASURY

NO: 20-03-OMB	ORIGINATING AGENCY: OFFICE OF MANAGEMENT AND BUDGET	PAGE 1 OF 2
EFFECTIVE DATE: IMMEDIATELY	EXPIRATION DATE: INDEFINITE	SUPERSEDES: N/A
SUBJECT: USE OF TEMPORARY EMPLOYEES		
ATTENTION: DIRECTORS OF ADMINISTRATION AND FISCAL OFFICERS		
FOR INFORMATION CONTACT: Robert Bartolone		PHONE: (609) 777-2599

#### I. POLICY

The purpose of temporary employees is to fill a workforce need for a limited period. Temporary employees are not to be used to expand the workforce permanently beyond authorized levels. However, temporary employees can provide using agencies valuable services and flexibility in times of need. It is the policy of the Department of the Treasury, Office of Management and Budget (OMB) to ensure that using agencies utilize temporary employees consistent with authorized employment levels, budgetary demands and best practices.

#### II. SCOPE

Using agencies are encouraged to follow the best practices enumerated in this advisory notice when utilizing temporary employees as part of their overall human capital strategy. Agencies should work closely with their human resource officers to determine the appropriate and best use of temporary employees only after options under the state hiring process are fully considered.

#### III. BEST PRACTICES

1. Temporary employees provided and approved are limited to an employment term not to exceed 12-months.
2. All using agencies shall adopt written guidelines and procedures concerning their use of Temporary Non-State Employees, which should include the following minimum requirements:
  - Justify the need to utilize temporary employees based on specialized skills, limited funding (e.g., temporary grant funding), net cost savings, or other valid reasons that would warrant using temporary employees in the context of overall human capital strategy and project goals/objectives, where applicable.
  - Expected employment term and specific job duties and/or performance plan enumerating specific deliverables and project goals with anticipated deadlines.

- Demonstrate how utilizing the temporary employee(s) is more efficient and effective than other potential employment options (e.g., hiring from reemployment listing, State-wide/Public employment posting, etc.). In instances where temporary employees are procured to fulfill a particular project need or impending deadline, a method to ensure project status is actively tracked and evaluated as it relates to the need, or continued need, to utilize the temporary employee(s).
3. Temporary employees may be reemployed after their initial 12-month employment term when circumstances and business reasons necessitate the continued need for such employees. In such instances, using agencies should document the reasons requiring the continued need of the temporary employee(s). OMB maintains its discretion to review and approve the use of temporary employees procured with State funds who exceed their 12-month initial employment term.
  4. Each using agency is responsible for ensuring temporary employees are aware of and adhere to applicable federal and state laws and regulations and internal policies, procedures and division/facility/office specific standards (e.g., confidentiality, background checks, HIPPA, etc.).



David Ridolfino  
Acting Director