



**Wesley Woods Senior Living, Inc.**

**SUBJECT:** Temporary Staffing

**THIS POLICY**

Policy Number 203

Effective Date: 11/01/02

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**REPLACES POLICY**

Policy Number: 203

Effective Date: 08/02/92

**POLICY:**

The Human Resources department at Wesley Woods Senior Living, Inc. has established a relationship with primary and secondary staffing agencies to meet temporary staffing needs that cannot be met with internal float pools. The Administrator of the Facility will facilitate the use of agencies to support temporary staffing needs.

**GUIDELINES:**

1. Each department/facility is responsible for developing and maintaining their internal float pool guidelines.
2. If a temporary staffing need can not be met through the Departmental/facility float pool, a request for temporary help is submitted to Human Resources or to the appropriate designate at the facility. If the temporary request is in the Atlanta area, the request will be submitted to Emory Temps using their online request process.
3. Human Resources or the facility management will fill the temporary staffing need through an outside agency, giving priority consideration to the services of Emory Temps. The temporary worker will report directly to the requesting department.
4. Temporary workers must complete a time sheet allocating their hours worked in the department where they are providing the temporary help. The time sheet must be signed by a direct supervisor.
5. Temporary workers must present this time sheet to their agency to be paid.