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	Title: USE OF TEMPORARY PERSONNEL	Page: 1 of 3
		Effective Date: 09-27-11
		Retires Policy Dated: 04-01-10
		Previous Versions Dated: 08-01-00; 04-20-99; 01-01-93

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare facility in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

This purpose of this policy is to provide supervisors with appropriate guidelines regarding the use of temporary personnel.

III. DEFINITIONS:


- A. **“Facility-paid Temporary Employees”** are individuals hired, and placed on a Tenet Facility’s payroll with the understanding that it is for a specified amount of time, typically not to exceed six (6) months in duration. Facility-paid temporary employees are paid only for hours actually worked and usually are not eligible for any benefits or paid time off (*e.g.*, vacations, holidays, etc.). A temporary employee can only change to regular status upon a request by the Department Head/Director that is approved by the Human Resources Department. In that event, the date of hire will be the date of transfer to regular status.

- B. **“Agency Temporary Employees”** are individuals hired through a licensed employment agency. Agency temporary employees are employees of the agency, not of the Tenet Facility. Agencies are required to submit evidence of coverage for Workers’ Compensation and other required insurance in order to do business with any Tenet facility. Note: An “Agency Temporary employee” who is projected to be assigned to the facility for 30 days or more should participate in a pre-assignment drug and background screening process.

IV. POLICY:

It is the policy of Tenet to utilize temporary personnel only when absolutely necessary. Temporary personnel may be used as interim replacements, to supplement the existing work force during periods of peak workloads, or to assist with a specific project.

All requests for the use of Facility-paid and/or Agency Temporary Employees must be approved by the requesting Department Head/Director and the Human Resources Department.

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V. PROCEDURE:

A. Facility Implementation

1. Facility-Paid Temporary Employees


- a. Complete any required pre-employment physical, background check and/or drug testing procedures.
- b. Complete the following documentation, if appropriate:
 - (1) Application for employment;
 - (2) Federal and State Withholding forms;
 - (3) I-9 form; and
 - (4) Additional miscellaneous forms as requested.

2. Supervisors

- a. Complete appropriate request forms if required and obtain Department Head/Director approval.
- b. Forward forms to Human Resources.
- c. Verify and sign the employee's time sheets and monitor ongoing work performance.
- d. Notify Human Resources immediately if individual is to remain beyond the initial time frame requested.

3. Facility Human Resources

- a. Screen all prospective Facility-paid Temporary Employees prior to extending an offer of temporary employment.
- b. Verify at least two work references prior to extending a job offer.
- c. Determine appropriate salary.
- d. Conduct employee orientation as appropriate.
- e. Issue temporary identification badge(s) to all temporary employee(s).

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B. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.