

Temporary Staffing

Last Update: 6/24/26

Temporary staffing solutions may be necessary to supplement the permanent workforce. Temporary staffing solutions may include temporary or seasonal appointments through the state payroll or temporary staffing services through a temporary staffing vendor. The use of temporary staffing solutions may be appropriate when there is a need to cover an employee absence, a backlog of work, a special project, or when a vacant position is being filled. Temporary staffing solutions must be limited in duration and consistent with the guidance below. For questions regarding temporary staffing, please contact your Human Resources Consultant (HRC) or Tyler Meador at tyler.meador@das.iowa.gov or 515-452-7703.

Temporary Appointments (through state payroll)

Temporary appointments will be in accordance with [IAC 11-57.4\(8A\)](#). Temporary appointments are limited to less than 780 hours per fiscal year. Temporary appointments must be made within the Temporary Worker job class, and temporary employees may be paid at any rate of pay within the pay range for the job class. Refer to the [Temporary Worker & Seasonal Worker Classification Guide](#) for information on how to select the appropriate class code to ensure the best EEO category fit for each temporary position. Temporary employees who work less than 780 hours per fiscal year are not covered by collective bargaining and are not subject to merit system provisions – they are at-will. Agencies should provide written notice of the terms and conditions at the start of employment.

A temporary employee shall only be given another temporary type of appointment to the extent that the total number of hours worked in all temporary appointments in any agency, or combination of agencies, in a fiscal year does not exceed 780 hours. Further, a temporary appointment of any given individual on state payroll cannot be preceded or followed by a temporary services staffing assignment through a vendor of that individual to exceed 780 hours in a fiscal year, regardless of agency placement.

Temporary Staffing Services (not on state payroll)

Temporary staffing services are provided by a temporary staffing vendor and are not placed on state payroll. Temporary staffing service employees are not employees of the state; the temporary staffing vendor is the employer responsible for recruitment, hiring, discipline, and all other aspects of managing the employment relationship. Please

consult with your DAS Human Resources Consultant (HRC) regarding your situation.

General Staff Augmentation

General, non-IT-related, temporary staffing needs must be fulfilled through a master contract with **22nd Century Technologies**. Job titles, job descriptions, and pricing can be found on the [State of Iowa Bid Opportunities page](#).

Individual temporary workers will be restricted to working less than 780 hours per fiscal year.

Temporary staffing services through a vendor must be approved by DAS and DOM using the [Temporary Staffing Services Vendor Request](#) form. This form should be submitted to your DAS Human Resources Consultant.

22nd Century Technologies is responsible for recruitment, screening, interviewing, referring acceptable candidates, and negotiating pay. Agencies may **not** refer candidates to 22nd Century Technologies for consideration during the recruitment process. Agencies may interview candidates who have been referred by 22nd Century Technologies but may not negotiate pay or make any promises or representations on behalf of the employer, 22nd Century Technologies.

If you need temporary staffing in positions not covered by the 22nd Century Technologies contract, please contact your assigned DAS Human Resources Consultant for guidance.