



ADMINISTRATIVE PROCEDURE

SUBJECT: REQUISITION FOR TEMPORARY EMPLOYMENT SERVICES	Number <u>II-4</u>	Effective Date: Issued: <u>10/31/1986</u> Revised: <u>06/30/1988</u> Revised: <u>08/20/2004</u> Revised: <u>10/17/2019</u>	Page 1 of 4
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PURPOSE:

To establish policy, provisions, and controls regarding contracting for temporary employment services and hiring employees for a limited term.

POLICY:

When the need arises for temporary employment agency personnel (agency staff) or temporary clerical pool employees (pool employees), a department/division will submit an email request to the Human Resources & Risk Division, who contracts and manages these staffing services.

The following provisions apply to agency staff:

1. Agency staff may backfill for any staff position for vacations, sick leave, special projects, or emergencies.
2. The Human Resources & Risk Division should be notified anytime agency staff are hired to ensure proper onboarding.
3. Overtime is authorized only by the Department Head or Supervisor.

The following provisions apply to pool employees:

1. Pool employees may backfill for Administrative Secretaries, Office Services Clerks, Accounting Clerks or Senior Clerks to cover vacations, sick leave, special projects, or emergencies.
2. Requests for pool employees are typically filled on a "first come, first served" basis. If there are multiple requests around the same time for the same pool employee, the Human Resources & Risk Manager will reach agreement with the department head based on the overall needs of the District.
3. Requests should be made as soon as the employee or department/division is aware of the need for coverage.
4. Overtime is authorized only by the Department Head or Supervisor.

5. General Manager approval is required for temporary assignments lasting more than four weeks.

PROCEDURES:

The employee from the department/division will submit a request via email to the Administrative Secretary in the Human Resources & Risk Division and copy the Department Head or Supervisor and the Department's Administrative Analyst. The email should include the following:

1. Position title and name of the person being covered (if applicable)
2. Work Location, including address
3. Dates beginning and anticipated to end
4. Work Hours
5. List of requested staff in order of preference (for pool employees)
6. Department's budget account string (if applicable)
7. Dates requested to provide training in advance of coverage (if applicable)
8. Special project details (if applicable)

The Confidential Administrative Secretary in the Human Resources & Risk Division will contact the employment agency or pool employee to fill the request and confirm the assignment with the requesting department/division.

RESPONSIBILITIES:

1. The department/division is responsible for:
 - a. Submitting the request;
 - b. Notifying the Human Resources & Risk Division immediately if there is a need to extend an assignment beyond the original request, if the duties of the assignment change, or if there are any issues related to the satisfactory performance of services;
 - c. Providing the department/division's budget account string to pool employees for use on timesheets when assignments are:
 - (1) less than or equal to 40 hours;
 - (2) more than or equal to 120 hours; and
 - (3) in the event that it is a budgeted department vacancy.
 - d. Providing relevant training as needed;
 - e. Providing updated desk manuals and resources such as contact information for other employees who can answer questions when needed during the assignment;

Administrative Procedure

II-4: Requisition for Temporary Employment Services

Effective: October 17, 2019

Page 3 of 4

- f. Notifying the Human Resources & Risk Division and Information Systems Department, and collecting ID badges (to provide to Human Resources & Risk), and keys if applicable (to provide to the Administrative Analyst II in the Operations & Maintenance Department), as well as any other District property when an agency staff person's assignment ends;
 - g. Monitoring the duration of assignments for agency staff and communicating with the Human Resources & Risk Division; and
 - h. Approving timesheets for agency staff and ensuring they are accurately submitted to the employment agency.
2. The Human Resources & Risk Division is responsible for:
- a. Working with the Finance Department to process the request for proposals for temporary employment services;
 - b. Processing a Purchase Order for the awarded vendor(s); and
 - c. Administering this procedure including:
 - (1) Properly onboarding agency staff and pool employees including providing them with copies of District policies including, but not limited to, the Equal Employment Opportunity; Prohibition of Discrimination, Harassment, Retaliation, and Abusive Conduct Administrative Procedure;
 - (2) Contacting the appropriate employment agency or pool employee for the assignment;
 - (3) Confirming the assignment with the requesting department/division;
 - (4) Scheduling pool employees' assignments and training (when requested);
 - (a) In the event that the originally scheduled pool employee cancels the coverage for any reason, Human Resources & Risk will make best efforts to find a replacement.
 - (5) Monitoring pool employees' schedules and hours;
 - (6) Providing the Human Resources & Risk Division's budget account string to pool employees for use on timesheets and managing pool/agency overall budget, taking action to ensure needed resources are available to meet department needs;

Administrative Procedure

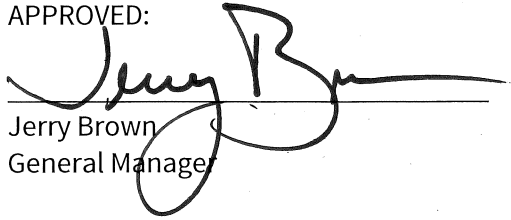
II-4: Requisition for Temporary Employment Services

Effective: October 17, 2019

Page 4 of 4

- (7) Providing required safety trainings; and
- (8) Collecting timesheets for pool employees and submitting them to Payroll.

APPROVED:

A handwritten signature in black ink, appearing to read "Jerry Brown", is written over a horizontal line. The signature is stylized and cursive.

Jerry Brown
General Manager