

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Finance & HR 8/12/02 Rev. 1/10, 2/2010	Page: 1 of 2	Number: 7.19
	Reviewed by/Reviewed Date: Exec 8/21/02, 2/8/10	Replaces:	Category: Administrative
Title: Temporary Help		Approved: 2/8/10	

Policy
 Procedure
 Guideline

Purpose

The Community Services Agency (CSA) expects all managers and supervisors to understand and follow the procedures for requesting temporary help.

Definition

CSA defines temporary help as County extra-help staff, personal service contractors, and temporary agency employees. Temporary help is used as an alternative for filling behind extended leave of absences, current vacancies and/or special projects.

Procedure

The following steps should be taken when requesting temporary help.

- A. Managers requesting temporary help must obtain Assistant Director approval and complete the temporary help request form and return it to CSA HR for authorization. Supervisors should list special skills needed and justification of salary savings. A salary savings is defined by:
 - Fill behind an unpaid leave of absence (1 for 1).
 - Fill behind a paid leave of absence (3 for 1).
 - Fill behind a funded vacancy (strategic attrition planning may apply).
 - Budgeted temporary position.

- B. CSA HR will verify the salary savings prior to authorizing the request. Authorization must be received prior to receiving temporary help. CSA HR will work with hiring manager/supervisor to find and select appropriate temporary help.

- C. Temporary help is required to pass CSA's background clearance prior to starting their assignment. CSA HR will coordinate and facilitate all background processes. CSA HR will make all job offers once background processes are completed.

- D. Temporary help will report to CSA HR on the first day to complete necessary paperwork and obtain a badge. Supervisors should provide a brief orientation of their expectations. Temporary help is required to adhere to all County and department policies.

- E. Temporary help may request time off to participate in Stanislaus County's recruitment process. Time off will be on their own time with supervisor approval.
- F. Supervisors must notify CSA HR prior to ending the assignment of temporary help.
- G. County extra help staff are considered County employees, while temporary agency staff are employees of the temporary agency. Personal service contractors are contracted employees providing services for the County. County extra help staff have some specific County provisions and rules that may apply to them separately. Please refer to the County personnel manual for guidance.