

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Employment
Standard:	TEMPORARY ASSIGNMENT RESOURCE PROGRAM
Section #:	A-031
Effective:	May 03, 2010
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See Also: Categories of Employment; Recruitment and Selection; Benefits Coverage and Eligibility;

GENERAL STANDARD

Occasionally there is a need to bring a person with a specific set of skills for a specified short-term assignment due to an emergent need for staffing.

DEFINITIONS

Temporary staff refers to an individual on a temporary staffing agency's payroll, who is hired for a specified short-term assignment, for peak work periods, or in response to an unforeseen situation or an emergency need for staffing. Temporary staff assignments can last in duration from one day to six months (180 days) and must have a specified assignment end date. Generally, these individuals are secured through the services of a temporary staffing agency where the agency is under contract with the Authority and the staff member assigned to the Authority is an employee of the agency. Seasonal staff are considered temporary individuals. The job assignment, work schedule, and expected duration of the position are determined by the appointing authority/manager in concert with a representative of Human Resources prior to or at the time of appointment. Temporary employees are not eligible to receive benefits.

Limited term employee is an Authority employee who works for a specified period of time or until the completion of a special project. The job assignment, work schedule, and expected duration of the position are determined by the appointing authority/manager in concert with a representative of Human Resources prior to or at the time of appointment. Normally, a limited term position will not exceed twelve months in duration, unless specifically specified or

extended by the Authority. Limited term employees typically are eligible for benefits based on the number of hours worked, subject to the terms, conditions, and limitations of each benefit program.

SPECIFIC STANDARDS

The Authority has centralized the temporary hiring process in the Human Resources department in order to minimize potential risks and make it easier for departments to obtain cost-effective, quality temporary assistance when it is required.

In addition, the goal of this standard is to:

- Provide an efficient process and specialized selection services.
- Obtain the best price value by comparing pricing among agencies negotiating the best price, i.e., keep departmental costs to a minimum.
- Engage the employee through the agency whose specialty and candidate pool best meets the Authority's needs.
- Draw from an agency(ies) or a pool of individuals with a "proven track record".
- Minimize risk by ensuring the individual's temporary employment does not violate any federal or state regulations regarding employment and benefits eligibility concerns.

The Human Resources Department staff will recruit and hire applicants for *limited term* appointments following procedures outlined in the ***Recruitment and Selection*** Standard.

Limited Term employees and *Temporary staff* (scheduled for five days or more of work) are subject to the same pre-employment assessment and background checks as regular full-time and part-time employees.

With the necessary authorizations, managers may obtain temporary personnel through the Authority's human resources department from approved temporary agencies for short-term temporary assignments.

Temporary agency employee assignments typically last no longer than sixty (60) calendar days. Longer periods up to six months and/or extensions during the assignment may be requested by the applicable appointing authority/manager (or

authorized designee), as advised by the Director, Human Resources (or authorized designee).

*** In no case may a temporary staff's initial assignment be longer than six (6) months, and a temporary employee should only be hired where employment is expected to be six months or less. However, in rare occasions, if business needs change during the assignment, a temporary employee's assignment may be extended up to a total duration of no more than twelve (12) months.**

Only Authority approved temporary staffing agencies that conduct employment verification and reference checks prior to assigning employees to the Authority may be used.

PROCEDURES

- I. As soon as the need for temporary assistance is identified, contact the Human Resources Department representative with the details and discuss possible options.
- II. Prior to contacting an external agency, Human Resources will first canvass any qualified available internal resources to be redeployed, temporarily, to fill the need. In the event no qualified internal resource is available, services from a temporary agency may be requested.
- III. The hiring authority may then submit a requisition, appropriately approved, with the following specific assignment information:
 - a. Job duties, skill requirements, anticipated length of assignment, to whom the temporary will report, and work hours
 - b. Desire to interview candidates if appropriate and/or if assignment will be long-term
 - c. Specific target start date and approximate end date
- IV. If approved, the Human Resources Department representative will match the department's needs with the appropriate agency to fill the assignment.
- V. All temporary staff on assignment for a minimum of 5 days must be cleared through the Access Control Office during the first week on the job. They will need to complete the clearance paperwork and submit it to fingerprinting.
- VI. Alert the Human Resources Department representative regarding any change in assignment duration or when the assignment has ended.

- VII. Inform the Human Resources Department representative if the temporary staff is not the right match for the job; a replacement will be requested.

Please note: if the need is urgent and unplanned, the requisition should be completed as soon as reasonably possible and submitted to the HR representative.

If the temporary need is urgent (“ASAP”), the Human Resources representative will contact an appropriate agency as soon as the requisition is approved to arrange for temporary staff to be on the assignment as soon as possible.

End of temporary assignment: The Hiring Authority should notify the HR representative with as much advance notice as possible when the department determines the completion date for the temporary assignment. This request is made in the interest of ensuring the temporary staff’s computer access, temporary badge, and other loaned Authority property are returned and that the departure is smooth. Feedback on the temporary staff’s performance is welcomed by HR.