

I. PURPOSE

To establish the procedure for employing Extra Help.

II. POLICY

In order to ensure consistency in the employment of Extra Help, the placement of all Extra Help employees shall be monitored by the Personnel Department. Extra Help employees are to be utilized for short-term peak workload needs or to fill in for persons who are ill or on vacation or other leave. Employees hired to perform work on a specific project with a completion date will normally be hired as unclassified (project) employees.

III. PROCEDURE

When a Department experiences a need for Extra Help, the Department shall contact the Personnel Department with a completed Extra Help request, which details the tasks to be performed and the specific skills required.

Upon receipt of the form, the Personnel Department will contact a temporary placement firm (employment agency) and make arrangements for the required personnel.

The contracting firm will maintain complete records regarding all placements with the Agency including, but not limited to: name; department; classification; salary; ethnicity; dates of placement; and length of placement. The provider shall provide the Personnel Department with monthly reports detailing all placements made.

No Extra Help placement shall exceed nine hundred ninety-nine (999) hours in a fiscal year. The provider shall notify the Personnel Department and the applicable department on a monthly basis of any Extra Help placements which are in excess of nine-hundred (900) hours.

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Extra Help, Continued

Should the department require special skills which are not available through a placement firm, the department may locate personnel with the required skills. The department must attach a detailed explanation of the reason for "payrolling" the employee to the Extra Help Request. Once Personnel's approval has been obtained, if the Department has located an individual to fill the vacancy, the Department must forward a completed Appointment Form, the employee's application and a completed applicant Certification - Extra Help Employees form to the Personnel Department for a review of the application. Personnel will confirm that the employee is eligible for hire and the appropriate classification and pay rate. Personnel will track the number of hours worked by such employees to ensure that they are in compliance with PERS rules and regulations and the requirements of the labor agreements. Should the Department require assistance in filling the vacancy, Personnel will assist the Department in locating a qualified individual.

The Personnel Department will monitor all placements made to ensure compliance with Agency Policies and Procedures.

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