

224

AC Transit

MANAGEMENT PROCEDURE

PROCEDURE NO.

234

DATE

December 9, 1987

REVISION NO.

REVISION DATE

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TEMPORARY HELP

I. PURPOSE:

To provide guidelines for the employment of agency-contracted temporary help.

II. PERSONS AFFECTED:

All management employees.

III. POLICY:

It is the policy of the District to utilize the services of temporary personnel on a contractual basis with a personnel service agency to meet unexpected short-term department needs.

IV. DEFINITIONS:

Temporary Help: A person hired from a personnel service agency on a contractual basis to fill a classified, budgeted position for a single period of employment not to exceed (6) six months.

Personnel Service Agency: A company or corporation which provides professional temporary services to another company, corporation or agency.

Personal Service Contracts: An agreement entered into by and between a consultant or professional and AC Transit for the purpose of undertaking, carrying out and completing an agreed-upon service.

V. RESPONSIBILITIES:

It is the responsibility of both the Personnel and Administrative Projects Departments to monitor strictly the terms of temporary personnel and the personnel service agency.

VI. PROCEDURES:

- I. Temporary help may only be used to fill a classified, budgeted position that has been or will be vacant for 30 calendar days. Any exception to this policy must be approved by the General Manager.

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2. Department Managers or supervisors requesting temporary help will submit a "Temporary Help Request" form through the required channels as noted on the form.
3. The Human Resources Department will contract for temporary personnel with a personnel service agency and submit a copy of the signed contract to Administrative Projects for tracking.
4. The District will enter into a temporary employment contract only with personnel service agencies, as defined above. Independent employment contracts will not be allowed. (The provisions of this Procedure are not applicable to consultants or professionals who enter into a Personal Services Agreement with the District.
5. Temporary vacancies will be limited to no more than (6) months.
6. The Administrative Projects Department will monitor the contract and inform the Human Resources Department two weeks in advance of the expiration date of a contract. As a control measure, the Human Resources Department will establish a tickler file to track termination dates for temporary employees. The Human Resources Department will then notify the appropriate Department Manager of the impending termination date of a temporary employee. Additionally, the Position Control Summary Report will reflect the status of temporary employees.
7. Effective December 31, 1987, all current temporary personnel assignments will be terminated. The Human Resources Department will notify all affected employees of this new policy.
8. When it is determined that the temporary assignment will end, the personnel service agency will be given two weeks' notice by the Human Resources Department.
9. Temporary Help can be terminated for any reason at the discretion of the Department Manager even though the assignment is still open. If this occurs, the Human Resources Department will replace the terminated individual.

VII. ATTACHMENTS:

Temporary Help Request form

TEMPORARY HELP REQUEST

POSITION DATA (check applicable boxes)

- Authorized Full Time
 Non Authorized Part Time

POSITION TYPE

- Union Non Union

*LENGTH OF TIME REQUIRED _____ DAYS

DEPARTMENT DATA

Department	Indicate date permanent position vacated, where applicable. (Refer to Management Procedure No. 234).	
Job Classification	Requested Start Date Month-Day-Year	*Requested End Date Month-Day-Year
Specific Qualifications	Replacing	
Reason for request (Specific)		

REQUIRED AUTHORIZATIONS

(Do not submit this requisition to the Human Resources Department until signed by the following authorities.

Department Head	Date	Assistant General Manager for _____	Date
Asst. General Manager for Finance	Date	General Manager	Date

AUTHORIZATION TO CERTIFY AFTER POSITION REVIEWED

Human Resources Manager	Date
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to be filled out by Personnel:

Temporary Services Provided by:	Contracting Agency	Vendor Number
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*(Not to exceed six months)