

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

Subject: Temporary Help Positions

Number: C 6

Approved: Signature on file

Date: 07-07-09

POLICY

Temporary help positions are authorized to meet immediate, short-term or emergency staffing needs. Temporary help employees are provided by various temporary help agencies with established contracts with the County of Orange. They are not intended as substitutes for situations that would normally require a regular position. The request and approval process is simplified in order to respond expeditiously to short-term and emergency needs.

Flex time and overtime are not authorized for temporary help employees. Temporary help employees are eligible for overtime when they work more than eight (8) hours per day. Supervisors must ensure that temporary help employees do not exceed an eight (8) hour shift and do not work overtime.

A. Authorized Utilization

Government Code 31000.4 authorizes use of temporary contract staff. Temporary help positions are hired only through temporary help firms on a contractual basis. These positions are primarily for clerical and general labor positions where the need is immediate and short-term (contractors can respond in 24 hours). Contracts are not to exceed 90 calendar days, including extensions.

B. Unauthorized Utilization

Temporary help positions are also filled in order to (a) meet long term or new program staffing needs, (b) evaluate employees before placing them in a regular position, and/or (c) avoid costs of employee benefits where a regular position is required.
