



City of Riverside, California
Human Resources Policy and Procedure Manual

Approved:

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Number: I-11 Effective Date: 12/14

SUBJECT: TEMPORARY AGENCY SERVICES PROGRAM

PURPOSE:

To provide a systematic procedure which outlines the utilization of the Temporary Agency Services Program for the City of Riverside.

POLICY:

Where an emergency situation or other temporary need exists, a department head may, subject to the approval of the Human Resources Director and City Manager's Office, utilize the services of an agency supplying temporary, short term or emergency help for a period not to exceed 90 days. With prior approval, this period can be extended up to 1,000 hours. Such requests may be used to fill in during the absence of a regular incumbent, during peak work periods or extended leaves, or similar circumstances.

The Human Resources Department shall administer and coordinate the Temporary Agency Services Program and shall coordinate with the requesting departments, as appropriate. The department shall complete a Personnel Requisition (P-1) Form and indicate any special conditions of employment such as shift work, length of assignment, or need for second language proficiency. The Human Resources Department shall upon receipt of the approved P-1 contact the appropriate temporary agency to submit the temporary worker services order.