



City of Riverside, California
~~Human Resources Policy and Procedure Manual~~

Approved:

~~Human Resources Director~~
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Human Resources Policy and Procedure Manual

Human Resources Director

City Manager

Number: I-11H – Effective Date: 12/14
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SUBJECT: TEMPORARY AGENCY~~TEMPORARY~~ –
SERVICES~~AGENCY~~ STAFFING SERVICES PROGRAM

PURPOSE:

To ~~provide a systematic~~ establish a uniform procedure which outlines the utilization of ~~the Temporary temporary staffing Agency Services services Program~~ for the City of Riverside.

POLICY:

Requesting Temporary Staffing Services, Hour Limitations and Background Checks

Where ~~an emergency situation or an emergency situation or other temporary~~ a temporary operational need temporary need exists, a ~~D~~department ~~H~~head may, subject to the approval of the Human Resources Director or designee ~~and City Manager's Office~~, utilize the services of an City contracted agency supplying temporary, short term or emergency help for a period not to exceed 1,000 hours per fiscal year for SEIU designated positions or 1,000 hours per fiscal year for non-SEIU designated positions ~~90 days. With prior approval, this period can be extended up to 1,000 hours. Temporary assignments needing to exceed 1,000 hours are subject to the Human Resources Director and City Manager's Office approval; a new requisition to extend the assignment must be submitted prior to reaching the 1,000 hours or the end of the fiscal year, which ever comes first.~~ Such Temporary agency 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 will~~ administer and coordinate the Temporary temporary staffing Agency Services services Program and shall coordinate with the requesting departments, as appropriate. The requesting department will complete a Personnel Requisition requisition (P-1) Form for each temporary agency employee assignment and indicate any special conditions of employment such as shift work, length of assignment, or the need for second language proficiency. Upon receipt of the approved requisition The the Human Resources Department shall upon receipt of the approved P-1 contact will contact the appropriate temporary agency to submit the temporary worker services order request.

Background checks/Live Scan for temporary- agency employees shall will be coordinated with the Human Resources Department in accordance with the Reference/Background Checks Policy and Criminal Background/Live Scans Policy.

It shall is will be the responsibility of the requesting department to track the amount of hours the temporary agency employee is working to ensure he/she they will do not exceed 1,000 hours per fiscal year. Hours must be reported to the Human Resources Department on a weekly basis. SEIU will get a monthly report of temp workers hours. Reference applicable MOU for temporary agency report.-

CalPERS Requirements

A Temporary agency employees that exceeds 1,000 hours in a fiscal year (July 1st to June 30th) or are already a member of the CalPERS retirement system, shall will be is subject to CalPERS enrollment and/or contribution requirements. The Human Resources Department shall will be is responsible for processing CalPERS enrollments for eligible temporary agency employees. It shall will be the responsibility of the requesting department to report hours worked for all temporary agency employees on a bi-weekly basis to the Payroll Division of the Finance Department and to the Human Resources Department.

Verbiage for CalPERS Annuitant

A CalPERS retired annuitant may be hired as a temporary agency employee only after fulfilling the waiting period and other requirements set forth by CalPERS. Retired annuitants ts may work a maximum of 960 hours in any fiscal year. Certain exceptions may apply; retirees and the City should check the current state of the law and CalPERS resources. The City is required to report all hours worked for retired annuitants to CalPERS. (See Refer to HR Policy V-13 Retirement;) Failure to adhere to CalPERS' rules can have an adverse impact to the retiree and the City.

End of Temporary Assignment

At the completion end of the temporary agency employee's assignment, the requesting department shall will notify the Human Resources Department and other City Departments as necessary to disable access and work with the applicable temporary agency to ensure all City property is collected. In the event, the department must replace a temporary agency employee, the hours worked by the previous temporary agency

employee count towards– the 1,000 hour limit per fiscal year. A temporary agency employee ~~temp-employee~~ whose assignment has ended may be eligible for placement in a different assignment depending on number of hours worked in the fiscal year; ~~if the employee is eligible, he/shethey will need to be live scanned again.~~ If a separation occurred, the employee will need to be live scanned again. Temporary assignments may be terminated at any time at the City's discretion and without cause or right to appeal.