



City of Arts & Innovation

Human Resources Board

TO: HUMAN RESOURCES BOARD **DATE: APRIL 3, 2023**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: REVISIONS TO THE TEMPORARY STAFFING SERVICES POLICY (I-11).

ISSUE:

Approve revisions to the Temporary Staffing Services Policy (I-11).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Temporary Staffing Services Policy (I-11).

BACKGROUND:

The Temporary Staffing Services Policy (I-11) was last revised in December 2014. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The Temporary Staffing Services Policy (I-11) includes revisions to establish a uniform procedure which outlines the utilization of temporary staffing for the City of Riverside.

Additional revisions include changes to include that all temporary agency assignments exceeding 1,000 hours per fiscal year must be approved by the Human Resources Director and the City Manager. Furthermore, the requesting department must submit a new requisition to extend the temporary staffing assignment prior to the temporary agency employee reaching 1,000 hours. It is the user department's responsibility to track and monitor the hours the temporary agency employee is working to ensure they do not exceed 1,000 hours per fiscal year. Temporary agency employees that exceed 1,000 hours in a fiscal year will be subject to CalPERS enrollment. A new section was added to the policy to include that background checks/live scans for temporary agency employees will be coordinated through the Human Resources Department.

Additionally, the policy was updated to clarify that CalPERS retired annuitants may be hired as a temporary agency employee only after fulfilling the waiting period and other requirements as set forth by CalPERS. Retired annuitants may work a maximum of 960 hours in a fiscal year.

A new section was added to the policy to clarify that at the end of the temporary agency employee's assignment, the department must ensure all access is disabled and all City property is collected. In the event a department must replace a temporary agency employee, the hours worked by the previous temporary agency employee will count towards the 1,000 hour limit. Temporary agency employees that have separated must be live scanned again. All temporary assignments may be terminated at any time at the City's discretion and without cause or right to appeal.

Furthermore, all policies also include administrative changes to reflect process changes and to conform to a citywide format.

This policy was reviewed by City Management, the City Attorney's Office, a City-Wide Policy Committee, and if applicable sent to the respective Union for their concurrence with all policy changes.

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 5 High Performing Government and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The policy contained within this report has been reviewed and approved by the City Attorney's Office, will be reviewed by the Human Resources Board, and a Public Hearing will be held to receive public input and build community trust.
2. **Equity** – Policies and procedures reflect the City's vision, values and culture and ensures equality for all employees.
3. **Fiscal Responsibility** – There is no funding associated with this report. However, updated policies and procedures ensure that quality services are provided to all.
4. **Innovation** – A collaborative and innovative approach was used to revise this policy to meet the City's current and changing needs while ensuring compliance with various rules and regulations.
5. **Sustainability & Resiliency** – To maintain a sustainable and resilient workforce it is important to keep all policies and procedures up-to-date to ensure equitable applicability of personnel rules.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Rene Goldman, Human Resources Director

Attachments:

1. Temporary Staffing Services Policy (I-11)