

**COUNTY BOARD OF HEALTH
POLICY # HR-03903
TEMPORARY AGENCY STAFFING POLICY**

Approval:		5/14/20
	District Health Director	Date



Public Health
Prevent. Promote. Protect.

1.0 PURPOSE

This policy applies only to the utilization of staff provided through an outside temporary or employment agency.

2.0 AUTHORITY – The County Board of Health (CBOH) Temporary Agency Staffing Policy is published under the authority of the CBOH and in compliance with the following:

2.1 D2PH Finance Policies and Procedures

3.0 SCOPE

This policy applies only to the utilization of temporary staffing agency(s).

Note: Employees on CBOH or District payroll are excluded.

4.0 POLICY

4.1 Supervisors may use temporary staffing workers in the following instances:

4.1.1 To augment staffing during a period of persistent vacancies.

4.1.2 To cover a position during an employee's long-term leave (e.g., Family and Medical Leave Act, authorized leave of absence without pay, Workers' Compensation Injury, etc.).

4.1.3 To perform work during peak workload periods, either anticipated (e.g., seasonal) or unanticipated (e.g., new program).

4.2 It is the policy of the CBOH to expect that temporary staffing workers will perform their duties and adhere to the CBOH's Code of Conduct. The supervisor and HR will work together to define the nature of the job, the temporary staffing workers' responsibilities, the duration of the job, and the appropriate rate that will be paid to the temporary agency providing the individual.

County Board of Health POLICY AND PROCEDURES	Policy No.	HR-03903		
	Effective Date:	10/24/19	Revision #:	0
Use of Temporary Agency Staffing Policy	Page No.	2 of 3		

5.0 DEFINITIONS

- 5.1 **CBOH** – County Board of Health
- 5.2 **Temporary Agency** – Temporary or Employment Agency, Third Party
- 5.3 **Temporary Agency Staff** – Contractor, Not CBOH Employee
- 5.4 **HR** – Human Resources
- 5.5 **Supervisor** – Hiring Manager
- 5.6 **Finance** – Budgetary

6.0 RESPONSIBILITIES

- 6.1 HR is responsible for issuing and updating procedures to implement this policy.
- 6.2 Supervisors are responsible for ensuring compliance with this policy.

7.0 PROCEDURES

7.1 TEMPORARY NEEDS

- 7.1.1 Temporary needs of the CBOH may be addressed by utilizing temporary agency staff and should run concurrent with the fiscal year.

7.2 COMPENSATION

- 7.2.1 Temporary agency staff will be paid by their employer. The CBOH does not pay compensation directly to temporary agency staff.
- 7.2.2 The hiring rate of pay for temporary agency staff will be in line with the salary range of the position or other positions with comparable duties.

7.3 TEMPORARY AGENCY STAFF RECRUITMENT

- 7.3.1 Temporary agency staff should work through their employer, not the CBOH, on matters regarding compensation, performance assessment, and the duration of the assignment.
- 7.3.2 Temporary agency staff with questions or concerns regarding the work assignment should be directed to the temporary agency.

7.4 INSURANCE AND BENEFITS

- 7.4.1 Any such insurance or benefits required by law are the responsibility of the Temporary Agency. The CBOH is not responsible for providing insurance or any other benefits to Temporary Agency Staff.

County Board of Health POLICY AND PROCEDURES	Policy No.	HR-03903		
	Effective Date:	10/24/19	Revision #:	0
Use of Temporary Agency Staffing Policy	Page No.	3 of 3		

7.5 TAXES

7.5.1 The CBOH is exempt from any Federal Excise Taxes, State and Local Sales Use Taxes that might be levied upon the wages of Temporary Agency Staff, and shall not pay for any such taxes.

7.6 BUDGET

7.6.1 The hiring department will be charged for the temporary staffing worker costs that include fees and any overhead costs. Temporary staffing worker costs cannot be substituted with existing CBOH employee expenses.

7.7 DURATION OF ASSIGNMENT

7.7.1 The maximum duration of a temporary agency assignment is 12 months. As a convenience for all parties, the estimated duration of the engagement should be identified before the beginning of the assignment. The CBOH may terminate services as deemed necessary.

7.8 PERFORMANCE REVIEW

7.8.1 The CBOH is not responsible for performance reviews for temporary agency staff.

7.9 WORK SCHEDULE

7.9.1 The CBOH establishes work schedule expectations with the temporary agency prior to the beginning of the assignment.

7.9.2 The temporary agency staff must consult with their employer regarding work schedules.

7.9.3 The temporary agency staff is responsible for ensuring timesheets are correct and approved by the CBOH Supervisor prior to sending them to the temporary agency.

8.0 REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS
0	October 24, 2019	Initial Issue

9.0 RELATED FORMS

None