

HUMAN RESOURCES MEMORANDUM 99-025		DATE ISSUED: 10/22/1999
SUBJECT: SERVICE ORDERS FOR TEMPORARY HELP		REFERENCE: None
TO: DEPUTY DIRECTORS, OFFICE/BRANCH CHIEFS, EXECUTIVE OFFICE MANAGER, PERSONNEL LIAISONS, ATTENDANCE CLERKS		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

In state government, there are business needs which require the use of staff that are not working a standard full or part time schedule. Because the California Constitution requires that the state workforce consist of civil service employees, except in specific unique circumstances, several categories of approved state hiring were developed to address such non-regular work schedules:

- Permanent intermittent employees may be hired when the workload fluctuates. The employees in this category work periodically, as workload requires. Examples include work that is dependent on weather conditions, fluctuating project workload, and back up for regular workforce as workload requires.
- Seasonal employment is also an alternative and may be used, particularly when workload is weather dependent, such as park employees, snow removal, etc.

Contracting out for temporary staff is appropriate for emergencies, but not for the situations described above that are predictable and which can be planned for in advance.

Before entering into future personal service contracts with a temporary help agency, you should contact your assigned personnel analyst to discuss the appropriate civil service options.

Administrative Order 99-03, issued October 4, 1999, requires Offices/Branches to obtain approval from the Office of Human Resources(OHR) **before** contracting for temporary help. Therefore, the following procedures are effective immediately.

1. Offices/Branches will submit to OHR a completed *Civil Service Options Considered Prior to Entering Into a Personal Services Contract* form (copy attached), along with a written justification for this request. The justification is to include the following information:
 - What services are needed
 - How long the services will be needed
 - A signature/date line for OHR Analyst/Manager
2. OHR approval is to be attached to the Service Order and submitted to Accounting and Fiscal Services for payment.

These procedures do not apply to services obtained through Master Service Agreements, CMAS, contracts with college employment services (i.e., Hornet Foundation), or services for repairs of equipment.

The Office of Human Resources is available to assist offices with meeting regular, fluctuating work needs. Any office that has exceeded the \$5,000 limit total for temporary help service orders, or has regularly contracted for temporary help in the last two years, should contact their personnel analyst to discuss other options.

If you have questions regarding these procedures, contact your assigned personnel analyst.

LYNN CATANIA, Manager
Personnel Operations

Attachment

cc: Marsha Doan
Colleen Kirtlan
Personnel Analysts

CIVIL SERVICE OPTIONS CONSIDERED PRIOR TO ENTERING INTO A PERSONAL SERVICES CONTRACT

OPTION CONSIDERED	YES	NO	REASON THIS OPTION WILL NOT MEET YOUR NEED
Seasonal clerk			
Retired annuitant			
Limited-term appointment			
Training and Development assignment			
Overtime			
Summer Youth employment			
Youth Aid			
Additional position for existing civil service employee			
Interagency agreement between departments			
GAIN/ROP or other employment training program			
Volunteer			
Permanent intermittent pool of candidates			
Special consultant - nine month TAU (for non-clerical position)			
Student Assistant (either civil service class or contract with CSUS Foundation, etc. for non clerical position)			

Print and attach this page to Service Order for Temporary Help Agency only