



SECTION: HR
TOPIC: TEMPORARY 01
CONTRACT
FEBRUARY, 2007

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: TEMPORARY HELP AGENCIES

Special Note: Before contracting out for temporary help with approved temporary help agencies, departments should consider hiring Limited Term Employees. Contact the Employee Relations Division for assistance with either.

1. Contracting with temporary help agencies is prohibited for work in excess of fourteen (14) work days unless exempted in advance by the Employee Relations Division.
2. All questions regarding continued temporary help should be directed to the Employee Relations Division.

END OF POLICY



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RESPONSIBILITY

ACTION

Appointing Authority

1. Contact Employee Relations Division to obtain a list of temporary help agencies and to coordinate the process.

Employee Relations Division

2. Approve or deny the request. Notify the requesting department of a decision.

END OF PROCEDURE