

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.03

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 12/01/08

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES - SUPERSEDES: 02/15/00
TEMPORARY SERVICE POLICY**

I. PURPOSE

To establish a policy and procedure for the placement of temporary service workers throughout the organization.

II. DEFINITIONS

Payroll process – Process that allows the requesting department to refer an individual to the temporary service contract provider to be placed on the provider’s payroll and referred to the requesting department for assignment.

Mark-up rate – The percentage of mark-up that the temporary service contract provider adds to the established hourly wage to arrive at the total bill rate for services provided.

Temporary service contract provider – An agency selected through a competitive bid process and authorized by the City to provide temporary service workers to requesting departments for a specified purpose and period of time.

Temporary service worker – An agent of the temporary service contract provider assigned to a City department to perform work of a temporary nature.

III. APPLICABILITY

This Policy applies to the placement of temporary service workers in departments and agencies operating under the direction of the City Manager.

IV. RESPONSIBILITIES

A. Department of Human Resources

1. The Department of Human Resources shall prepare and request that the Purchasing Division issue a request for proposal to establish contracts with providers to supply temporary service workers to the City. The “Vendor Mark-up for Temporary Service Placements” shall be updated by the Department of Human Resources as appropriate and distributed to all departments/agencies.
2. The Department of Human Resources shall negotiate mark-up rates with established contract providers for positions not under contract and, when

appropriate, solicit telephone quotations from other vendors for positions not under contract.

B. Requesting Department

It is the requesting department's responsibility to request temporary service workers directly from the temporary service contract provider; to contact the temporary service contract provider if a placement is not performing satisfactorily; and to notify the contract provider of intent to hire a temporary as a City employee. It is also the responsibility of the requesting department to sign time sheets, to review invoices for accuracy, and to process payments in a timely manner.

C. Temporary Service Contract Provider

1. It is the responsibility of the temporary service contract provider to thoroughly review the credentials of any individual being considered for placement in the City organization. This shall include, but not be limited to, the following:
 - a. A minimum of two employment reference checks;
 - b. Verification of relevant education and certifications;
 - c. Review of the current driving transcript issued by the Division of Motor Vehicles to insure compliance with Administrative Regulation 1.20 - City's Driving Standards (for assignments that involve routine or occasional driving);
 - d. The conduct of the criminal history record checks as outlined in Administrative Regulation 2.52 - Criminal History Record Check Policy; and
 - e. The conduct of drug/alcohol screenings as outlined in Administrative Regulation 2.44 - Substance Abuse Policy.
2. The provisions of this Policy shall be incorporated by reference into the contract document which establishes the relationship between the City of Chesapeake and the temporary service contract provider.

V. GENERAL PROVISIONS

A. Initiating a Request for Placement


To initiate a temporary service placement, an authorized representative of the requesting department must fax a completed and signed "Request for Temporary Service Worker" form to the contract provider of choice. A copy of the Request must also be sent to the Department of Human Resources.

B. Payroll Process

Each temporary service contract provider offers the City the right to utilize the agency's "payroll process" in filling City temporary service needs. The "payroll process" allows the requesting department to refer a particular person to the contract provider to be placed on the provider's payroll and referred to the requesting department for assignment. The percentage mark up associated with this option is included in the list of "Vendor Mark-up for Temporary Service Placements."

C. Hiring a Temporary Service Worker

A temporary service worker can only be considered for City employment through a competitive external selection process.



William E. Harrell, City Manager

12/1/08

Date

Related policies include:

Administrative Regulation 1.20 City Manager – City Driving Standards

Administrative Regulation 2.44 Human Resources – Substance Abuse Policy

Administrative Regulation 2.52 Human Resources – Criminal History Record Check Policy