
Alameda-Contra Costa Transit District

Administrative Regulation No. 244A Temporary Employee Staffing Process

Issuing Officer: General Manager
Date of Adoption: 12/09/1987
Most Recent Amendment: 7/26/2017
See Also: 244

Subject Category: Section 200, Human Resources
Subsection: Human Resources
Control Department(s): General Counsel, Human Resources

I. PURPOSE

The purpose of this Administrative Regulation is to establish general procedures, roles and responsibilities for initiating, managing, and ending a temporary job assignment.

II. PERSONS AFFECTED

Persons affected by the policy include all current and prospective temporary employees hired through a contracted staffing agency, direct hires made by the District, and any manager with a need to hire temporary staff.

III. DEFINITIONS

“Temporary Employee” as defined in Board Policy 244: Temporary Employee Staffing Policy.

“Direct Hire Temporary Staff” means interim staff hired through the District and paid through District payroll.

“Temporary Agency Staff” means interim staff hired through an approved temporary staffing agency and paid through a temporary staffing agency.

“Hiring Manager” means a manager or supervisor who is responsible for and hires temporary employees.

“Personnel Requisition Form (2E)” means the form used to authorize the process of filling a temporary assignment.

“Final Check Clearance Form” means the form used to officially document the end of the temporary employee assignment to ensure systems, security, facility and records are updated to reflect the assignment has ended.

IV. REGULATION

A. Request For Temporary Employee Staff

1. The Hiring Manager must complete a Personnel Requisition Form (2E) to explain the duties and requirements and provide justification for the temporary assignment.

2. The Hiring Manager is responsible for obtaining approval from their respective Department Chief or Executive Director, Chief Financial Officer (or designee), the General Manager and the Human Resources Manager responsible for staffing.
3. The Human Resources Department will coordinate with the Hiring Manager to review the duties and requirements of the temporary assignment and to explain the temporary employee hiring process, procedures and responsibilities.

B. Screening and Selection

1. The Human Resources Department is responsible for providing candidates for the Hiring Manager to interview. Only Human Resources is authorized to contact and coordinate temporary staffing with an approved temporary staffing agency and/or a direct hire temporary employee.
2. The Hiring Manager is responsible for screening, interviewing, and selecting the best qualified candidate to fill the temporary assignment.

C. Salary Placement

1. Temporary agency employees shall be paid an hourly rate that is within the contracted rates of the temporary staffing agency.
2. Salary placement for direct hire temporary staff shall be assigned by Human Resources based on analysis of the job duties and requirements for the assignment and aligned to the appropriate classification for the work performed. The direct hire temporary employee shall be paid an hourly rate that is within the salary range for the assigned classification. If there is no classification that exists, the salary placement will be assigned based on a classification with a comparable level of duties and requirements. Any temporary assignments that do not fall within a classification specification must be approved by the General Manager prior to filling the temporary assignment.

D. Onboarding

1. The Human Resources Department is responsible for notifying Information Services (I.S.) and Human Resources Information Systems (HRIS) of the temporary employee's start date. Every effort will be made to provide this information three days in advance of the start date.
2. The Hiring Manager is responsible for coordinating with Facilities, the Real Estate Unit and Information Systems regarding the systems and office space needs of the temporary employee.

3. The Hiring Manager is responsible for providing information, training, guidance and ongoing feedback to the temporary employee, and providing feedback to Human Resources on the performance and satisfaction of the temporary employee.
4. The Hiring Manager is responsible for defining work hours and approving the temporary employee's time sheets.

E. Tracking and Monitoring

1. The Human Resources Department is responsible for monitoring the temporary employee's hours worked to ensure compliance with the 960 hours per calendar year and 1,920 hour lifetime work limits, and shall notify the Hiring Manager when the temporary employee has reached 800 hours worked in a calendar year and/or 1700 hours worked lifetime. The Human Resources Department will discuss separation dates and procedures with the Hiring Manager when the time limits have been reached.
2. The Hiring Manager is responsible for notifying and submitting a Final Check Clearance Form to Human Resources at least two (2) weeks prior to the scheduled end of a Temporary Employee assignment or as soon as possible when the Temporary Employee assignment ends suddenly.

F. Ending the Assignment of Temporary Employee Staff

1. Human Resources is responsible for notifying Information Services, Human Resources Information Systems Staff and the temporary staffing agency (if applicable) of the temporary employee's separation date.
2. Subject to exigent circumstances, the Hiring Manager may submit a new, approved Personnel Requisition Form (2E) requesting an exception to allow a temporary employee to exceed the 960 calendar year or 1,920 lifetime temporary hours worked limit. The new Personnel Requisition Form (2E) must have the approvals described in Section IV.A.2.

V. RESPONSIBILITIES:

A. Hiring Manager Responsibilities

In addition to the responsibilities provided in this regulation, Hiring Manager's are also responsible for the following:

1. Submit an approved Personnel Requisition Form (2E) to authorize a temporary employee hire.
2. Meet with Human Resources to discuss job duties and understand the temporary employee hiring process.
3. Screen and interview candidates; select the best qualified candidate.

4. Coordinate with Facilities, the Real Estate Unit and Information Services regarding the systems and office space needs of the temporary employee.
5. Provide training, guidance, and ongoing feedback to the temporary employee.
6. Provide feedback on the temporary employee's performance to Human Resources.
7. Review and approve temporary employee timesheets.
8. Submit Final Clearance Form and notify Human Resources at least two weeks prior to ending the temporary assignment.

B. Human Resources Department Responsibilities

In addition to the responsibilities provided in this regulation, Human Resources is responsible for the following:

1. Review the Personnel Requisition Form (2E) Form for completeness and approvals.
2. Meet with the Hiring Manager to discuss job duties and explain the temporary employee hiring process.
3. Provide best qualified candidates to Hiring Manager for review.
4. Serve as the liaison between the Hiring Manager and staffing agency and/or direct hires temporary employees.
5. Determine and assign appropriate hourly rate of compensation.
6. Notify Information Services and Human Resources Information Systems of temporary employee start date.
7. Track hours worked and notify the Hiring Manager prior to when the temporary employee reaches hours worked limits (e.g. 960 per calendar year, or 1,920 lifetime).
8. Notify Information Systems, Human Resources Information Systems and temporary staffing agency when temporary assignment ends.

C. General Manager's Responsibilities

The General Manager is responsible for reviewing, approving, or denying requests for temporary staffing. This includes initial requests and requests for exceptions.

ATTACHMENTS:

- 1: Personnel Requisition Form (2E)
- 2: Final Check Clearance Form

Approved by:



Michael A. Hursh, General Manager
Alameda-Contra Costa Transit District

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT

HUMAN RESOURCES DEPARTMENT

Personnel Requisition Form

Please complete the appropriate information boxes below. A Personnel Requisition Form (2E) must be completed if you have a vacant position or you are proposing a new position. The approval process will depend on the boxes you check and the information you provide. Once you have completed the form, approval is needed from the appropriate Assistant General Manager, the Finance Department, the Human Resources Department and the General Manager. You MUST attach an explanation and justification for any changes to a position. Please call the Human Resources Department at (510) 891-7266 or (510) 891-4728 if you have questions or need assistance.

POSITION DATA (Check Applicable Boxes)

POSITION STATUS:	POSITION TYPE:	BARGAINING UNIT:	POSITION CHANGES:
<input type="checkbox"/> Budgeted	<input type="checkbox"/> Regular	<input type="checkbox"/> ATU	<input type="checkbox"/> No Change
<input type="checkbox"/> Unbudgeted (Attach Funding Source Explanation)	<input type="checkbox"/> Acting	<input type="checkbox"/> AFSCME	<input type="checkbox"/> F.T.E.
<input type="checkbox"/> Full-Time F.T.E.	<input type="checkbox"/> Limited Term-30 Days or Less* *ATU Limited to 30 Days or Less	<input type="checkbox"/> IBEW	<input type="checkbox"/> Classification / Duties
<input type="checkbox"/> Part-Time F.T.E.	<input type="checkbox"/> Limited Term-Over 30 Days	<input type="checkbox"/> Unrepresented	<input type="checkbox"/> Bargaining Unit

VACANCY DATA

DEPARTMENT	LOCATION / FACILITY	ORG. UNIT CODE	LOW ORG. CODE	POSITION CONTROL #
CLASS CODE	CLASSIFICATION TITLE	LAST DATE FILLED (m/d/y)	EMPLOYEE BEING REPLACED	
JUSTIFICATION FOR FILLING POSITION		REQUESTED START (m/d/y)	REQUESTED END (m/d/y)	
		SHIFT	F.T.E.	HRS/WK
				DAYS OFF

REQUIRED SIGNATURES / AUTHORIZATIONS

DEPARTMENT MANAGER (Print Name):	Comments:
Signature:	Date:
DEPT'S ASSIGNED ASST. G.M. (Print Name):	Comments:
<input type="radio"/> YES <input type="radio"/> NO Signature:	Date:
CFO OR BUDGET (Print Name):	Comments:
<input type="radio"/> YES <input type="radio"/> NO Signature:	Date:
GENERAL MANAGER (Print Name):	Comments:
<input type="radio"/> YES <input type="radio"/> NO Signature:	Date:
HRIS CONFIRMATION (Print Name):	Comments:
<input type="radio"/> YES <input type="radio"/> NO Signature:	Date:
HUMAN RESOURCES MANAGER (Print Name):	Comments:
<input type="radio"/> YES <input type="radio"/> NO Signature:	Date:

HUMAN RESOURCES DEPARTMENT USE ONLY

REQUISITION NUMBER	RECRUITMENT NUMBER	INDIVIDUAL WHO FILLED POSITION	STARTING SALARY	START DATE (m/d/y)
INDIVIDUAL'S STATUS:		CONTRACTING AGENCY:	HOURLY BILL RATE	VENDOR NUMBER
<input type="radio"/> Regular	<input type="radio"/> Direct Hire Temporary	<input type="radio"/> Agency		
ASSIGNED HUMAN RESOURCES DEPARTMENT STAFF MEMBER				



**TERMINATION / RETIREMENT
FINAL CHECK CLEARANCE FORM**

Employee Name _____ Job Title _____ ID (Badge) # _____

Department/Division _____ Last Day Worked _____ Term Date _____

Laid off Resignation Resignation in Lieu of Discharge Retirement Discharged

Reason for Resignation/Termination only _____

Last Known Address/Phone # (if different than address in HR system):

Has employee's ID (badge) been returned to Dept/Div? To Treasury? (call ext 4773 to confirm)
Yes _____ (refund \$5.00 pass deposit) No _____ (charge \$22.00)

Have employee's dependent passes been returned to Dept/Div? To Treasury? (call ext 4773 to confirm)
(Also call Treasury to verify # of dependent passes currently issued)
Yes _____ (refund \$5.00 each pass deposit, up to \$15.00 maximum)
No _____ (charge \$22.00 each for _____ passes issued)

Has punch (electronic swipe card) been returned? Yes _____ No _____ (charge \$20.00)

Has other District property been returned (i.e., keys, cell phone, laptop, etc.)?
Yes _____ No _____ (charge \$_____)

Ensure most recent time worked and/or taken is updated in Bus Driver OTS system or Maintenance Kronos/Winstar system. If not, complete final Time Exception Report and forward to Payroll Department.

For all other employees, complete final Time Exception Report of most recent time worked and/or taken and forward to Payroll Department.

Clearance Completed by:
(Signature) _____ Date _____

Superintendent/Manager/Supervisor:
(Signature) _____ Date _____

FOR RESIGNATIONS/DISCHARGES ONLY
Would you recommend rehire in the same position? Yes _____ No _____ In a different position? Yes _____ No _____

Reason for recommendation _____

Superintendent/Manager/Supervisor Signature _____ Date _____
(IMMEDIATELY FORWARD ORIGINAL TO PAYROLL AND A COPY TO LABOR RELATIONS)

LABOR RELATIONS: Agree _____ Disagree _____ Signature _____ Date _____

Comments _____