

		Policy # 112
Subject: Temporary Clerical Services Agencies		
Responsible Department: Personnel Services		
Effective Date: 06/1992		Revision Date: N/A
David Devine Director of Personnel Services		Navdeep S. Gill County Executive

1. Purpose

To set forth the policy for using employees from temporary clerical services agencies.

2. Authority

Sacramento County Charter Section 71-J – Contracting for Services

3. Scope

This policy applies to all departments in the County utilizing temporary clerical services agencies to cover short term critical needs of the County.

Employees of temporary clerical services agencies may be used to cover short term critical needs of the County workforce. The County shall not contract for County services if, as a direct result of the decision to contract for such services, civil service employees are laid off, demoted, or involuntarily transferred to a new class. Contracted temporary clerical services shall be served by the award of a contract by the County Board of Supervisors.

Contracted temporary clerical services may be used for reasons of economy and efficiency which may include, but are not limited to, the following:

- Cover leave from regular position
- Workload increase
- Special Project
- Appointment pending

Employees of contracted temporary clerical services agencies who are placed in temporary clerical assignments in County departments may work

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no more than 1040 hours per department in any consecutive twelve-month period. Contracted temporary clerical employees may only be used in approved classes as shown in the current contract.

4. Procedures Not Applicable

5. Review Not Applicable