

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

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I. APPLICATION:

- SCCCMHA Board
- SCCCMHA Providers & Subcontractors
- Direct-Operated Programs
- Community Agency Contractors
- Residential Programs
- Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall process all temporary assignments/employment in accordance with the procedures below.

III. DEFINITIONS:

- A. Routine Back-Up: When an employee completes job tasks/assignments for another employee who is unable to perform assigned tasks for 10 days or less. This may include staff providing coverage during vacation leave 10 days or less. If routine back-up exceeds ten (10) days, see Temporary Assignment below (Definition B).
- B. Temporary Assignment: When an employee is temporarily assigned to perform the tasks and/or duties of another employee as management determines circumstances warrant such assignment, and when such employee meets the necessary qualifications as determined by the original posting/job description.
- C. Temporary Employment: When a person is hired to perform a function either full time or part time for a predetermined period of time as a substitute for an employee (on a leave of absence, seasonal capacity, etc.). Temporary employees are not eligible for fringe benefits.

IV. STANDARDS:

- A. An employee providing routine back-up shall not be paid the rate consistent with the position for ten (10) or fewer working days in the position. Upon working the eleventh (11th) consecutive work day, the employee shall be entitled to pay retroactive to the first day of the increased duties only if 50% and over of his/her actual time is spent performing the tasks of the higher paid classification. When calculating the percentage, the time spent overall during the first ten (10) days of coverage will be used. If the employee's actual time spent, is less than 50% the employee is not entitled to the increased salary. The employee in this latter category may need to work overtime and/or request supervisor to assist with prioritization of current work tasks. When such a

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temporary assignment is necessary, a plan outlining the detail of coverage and assignments must be developed, by the absent employee (if possible), the temporarily assigned employee and the supervisor. This plan must be completed prior to any absence of an employee and must include the manner in which the temporarily assigned employee will track staff time to verify the percentage. Temporarily assigned employee shall not be made to suffer a reduced rate of pay for a temporary assignment.

- B. A temporary assignment, not related to a leave of absence, shall not exceed nine (9) months.
- C. For those temporary assignments that will last longer than sixty (60) calendar days and are not related to a leave of absence or vacation, management will post a notice of interest. Minimally, the notice will include: the position, the program, the rate of pay, hours worked, minimum qualifications, general description of the duties to be performed and a brief explanation of why the assignment is temporary. Interested employees should notify personnel secretary or administrative designee.
- D. The experience gained by an employee during a temporary assignment shall be taken into consideration for the purpose of job bidding and selection, including experience gained while temporarily replacing an employee on a leave of absence.
- E. Temporary assignments shall be authorized in writing to the employee by the supervisor.
- F. SCCCMHA will not purposefully manipulate a temporary assignment to prevent an assignment from exceeding the ten (10) consecutive days to avoid payment of higher rate.
- G. The Agency requires, at a minimum, from any potential temporary employee who will be employed for a period of three (3) work weeks or more and who will have contact with consumers, the following:
 1. A copy of transcripts and degree (if applicable)
 2. A copy of license
 3. Three (3) references from former employers (may be telephone, letter, or electronic survey)
 4. Background Check
 5. Recipient Rights Check
 6. Driving Record Check (if applicable)
 7. Central Registry Clearance check (if applicable)
 8. TB Test
 9. Pre-Employment Drug Screen (See Procedure B.12.c)

V. PROCEDURES:

A. Temporary Assignment

Supervisor

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1. Completes a Request for Temporary Assignment or Temporary Employment – form #0715 in Form Index.
2. Discusses with his/her Assistant Division Director/Designee, the need for a temporary assignment (e.g., maternity/family medical leave, other leave of absence, accommodations, etc.).

Appropriate Leadership Team Representative

3. Reviews and processes the request.
4. Schedules meeting with Chief Financial Officer/Designee to identify funding for position from within division/program budget. If approved, CONTINUES PROCESS. If denied, or inadequate funding exists, STOPS PROCESS.
5. Instructs Personnel Secretary to post notice of temporary assignment, when request is approved and it will last more than sixty (60) calendar days and is not related to a leave of absence or vacation.

Supervisor

6. Receives names of potential candidates if applicable, (e.g., staff suggestions, previous candidates interviewed).
7. Forwards completed Request for Temporary Assignment or Employment (form #0715 in Form Index) to the Personnel Secretary for master filing.
8. Distributes the request as indicated.
9. Confirms the temporary assignment.
10. Discusses a plan outlining the detail of coverage and assignments (developed by the absent employee) with the absent employee, the temporary employee and the supervisor. Informs the employee of the duties, expectations, and length of duration of the temporary assignment.
11. Informs the Personnel Secretary of the temporary assignment and requests a letter reflecting status change.

Personnel Secretary

12. Generates and processes the letter reflecting status change.
13. Documents the temporary assignment end date for monitoring and routes appropriate paperwork with other personnel changes.

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- Confirms with supervisor the end date has not changed and requests documentation for any that have changed.

B. Temporary Employment

Supervisor

- Completes a Request for Temporary Assignment or Temporary Employment (form #0715 in Form Index).
- Discusses the need for a Temporary Employment posting/position.

Appropriate Leadership Team Representative

- Reviews and processes the request.
- Schedules meeting with Chief Financial Officer/Designee to identify funding for position from within division/program budget. If approved, CONTINUES PROCESS. If denied, or inadequate funding exists, STOPS PROCESS.

Supervisor

- Receives names of potential candidates if applicable (e.g., staff suggestions, previous candidates interviewed).
- Forwards completed Request for Temporary Assignment or Employment (form #0715 in Form Index) to the Personnel Secretary for filing and informs the Personnel Secretary of the need to advertise the position, if applicable.

Personnel Secretary/Designee

- Distributes the request as indicated.
- Makes arrangements to advertise and/or post job vacancy and confirms this with the supervisor, if determined necessary.
- Forwards packet of applicant(s) to HR designee to screen for qualifications.
- Forwards packet of qualified candidate(s) to Supervisor.

Supervisor

- Reviews candidate(s) and determines the need for any interviews.
- Follows the steps below as appropriate:

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- a. Contacts candidates and establishes mutually convenient dates and times for interviews. (May have to contact individuals in the evening if they are currently working.)
 - b. Informs the applicant that this is a temporary employment or temporary filling of a vacancy.
 - c. Explains that any temporary employment may be contingent upon receipt of a copy of transcripts and degree, if applicable, licensure, three (3) positive references (phone, letter, and/or electronic survey), as well as a satisfactory Criminal Background Check (both references and Criminal Background Check must be received prior to the start date of the employment), pre-employment drug screen with a negative result, and, if providing direct care services, a Central Registry Clearance , driving record check (if applicable), and Recipient Rights check. Potential staff must possess minimum credentials and meet minimum qualifications for the job.
 - d. Restricts interview questions to areas of ability and qualifications to perform the job as described (experience, skills, and/or education).
 - e. Asks all candidates the same questions in order to evaluate all candidates on the same basis.
 - f. Informs the applicant before leaving the interview that there are other candidates to interview, and that a decision will be made by a particular date, if known.
 - g. Encourages applicant to call if they have further questions after the interview.
13. Determines whether or not to make final offer of temporary employment.
 14. Determines the wage to be offered and the starting date, which should be on the first Monday of a pay period.
 15. Contacts the applicant after receiving notice of positive reference checks, clear criminal background check, Central Registry Clearance (if applicable), Recipient Rights check, driving record check (if applicable), and negative drug screen and makes the offer of temporary employment, with any contingencies, verbally to the applicant and explains that there is a need for transcripts, degree if applicable, licensure, and successful passing of a T.B. test (if applicable).
 16. Confirms the offer of temporary employment.
 17. Informs the Personnel Secretary of the temporary employment and requests a letter confirming such.

Personnel Secretary

18. Generates and processes the letter of temporary employment.

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19. Processes the employee, according to the administrative procedures entitled “Personnel: New Employee Processing” #06-001-0085.

20. Processes as appropriate along with other personnel changes.

VI. REFERENCES:

None Available

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 04/96, 06/98, 02/01, 04/01, 02/03, 02/05, 02/07, 02/09, 06/10, 05/12, 09/13, 11/14, 11/15, 11/16, 11/17, 11/18, 01/20, 01/21, 01/22, 01/23.