

LCCS POLICY 464

Requesting Temporary Staffing

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Revision Dates:	1/8/1999, 4/2/2021
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Current Effective Date:	4/2/2021
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	All managers and supervisors of LCCS
Responsibility:	Agency Management & Human Resources Department
Purpose:	To establish guidelines for requesting temporary staffing.
Legal Cite:	O.R.C. § 5153.16

POLICY STATEMENT

Temporary staffing may be secured if approved by the Executive Director.

PROCEDURE

The manager should notify the Human Resources Department at the onset of his/her deliberations.

When a permanent employee is on an extended leave, a manager may choose to fill the vacancy with a temporary employee. The manager should consider the following:

- how long the employee is expected to be off work;
- how critical the position is to the functioning of the agency;
- whether the responsibilities of the vacant position can be temporarily assumed by others in the unit/department;
- the availability of funds (if the permanent employee is on a paid leave, will the budget accommodate additional staff).

When special projects or unusually high workloads create a need for temporary staffing, the manager should consider the following:

- can other less critical projects be set aside temporarily;
- the cost effectiveness of additional temporary staff vs. overtime payments;
- how long the temporary staff is expected to be needed;
- the availability of funds.

A Request for Employee Replacement form must be completed and forwarded with a rationale for the request.

The temporary staffing request will be filled upon the approval from the Executive Director.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS

LCCS Form #2749 (Request for Employee Replacement)