



**Policy Title:** **Personnel: Temporary Assignment/Employment**

**Policy #:** **06-001-0145**

**Effective Date:** 04/2/2025

**Approved by:** Telly Delor, Chief Operating Officer

**Functional Area:** SCCCMH Supervisors, Leadership, and Human Resources

**Responsible Leader:** Stephanie Shank, Director of Human Resources

**Policy Owner:** Jody Kruskie, Labor/Employee Relations Manager

**Applies to:** SCCCMH Staff

**Purpose:** To ensure consistency in the process for assigning *temporary assignments* and hiring *temporary employment*.

### I. Policy Statement

It is the policy of St. Clair County Community Mental Health (SCCCMH) to process all temporary assignments and temporary employment consistently and in accordance with this policy.

### II. 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 workday, the employee shall be entitled to pay retroactive to the first day of the increased duties only if 50% and over of their 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 wage. 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 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 HR Designee 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.** SCCCMH 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 Procedures, Section III.A., [Actions – Temporary Employment, Action Number, 5.0, #12.c](#))

### III. Procedures, Definitions, and Other Resources

#### A. Procedures

##### Responsibilities

Position	Responsibilities
Supervisor	Determine the need for temporary assignment and/or employment and discuss with Assistant Division Director/Designee.
Program Services Director/Designee	Discuss the request with appropriate Leadership Team member.
Leadership Team Member	Discuss request with Chief Financial Officer for budgeting purposes.

##### Actions – Temporary Assignment

Action Number	Responsible Stakeholder	Details
1.0	Supervisor	<ol style="list-style-type: none"> <li>Complete form <a href="#">#0715 Request for a Temporary Assignment or Temporary Employment</a> in Form Index.</li> <li>Discuss with their Assistant Division Director/Designee, the need for a temporary assignment (e.g., maternity/family medical leave, other leave of absence, accommodations, etc.).</li> </ol>
2.0	Staffing Recruiter Specialist	<ol style="list-style-type: none"> <li>Review and process the request.</li> <li>Schedule meeting with Chief Financial Officer/Designee to identify funding for position from within division/program budget. If approved, <b>continues process</b>. If denied, or inadequate funding exists, <b>stops process</b>.</li> <li>Instruct HR Designee 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.</li> </ol>
3.0	Supervisor	<ol style="list-style-type: none"> <li>Receive names of potential candidates if applicable, (e.g., staff suggestions, previous candidates interviewed).</li> <li>Forward completed form #0715 Request for a Temporary Assignment or <i>Temporary Employment</i> to the HR Designee for master filing.</li> <li>Distribute the request as indicated.</li> <li>Confirm the temporary assignment.</li> <li>Discuss a plan outlining the detail of coverage and assignments (developed by the absent employee) with the absent employee, the temporary employee, and the supervisor. Inform the employee of the duties,</li> </ol>

Action Number	Responsible Stakeholder	Details
		expectations, and length of duration of the temporary assignment. 11. Inform the HR Designee of the temporary assignment and requests a letter reflecting status change.
4.0	HR Designee	12. Generate and process the letter reflecting status change. 13. Document the temporary assignment end date for monitoring and routes appropriate paperwork with other personnel changes. 14. Confirm with supervisor the end date has not changed and request documentation for any that have changed.

### Actions – Temporary Employment

Action Number	Responsible Stakeholder	Details
1.0	Supervisor	1. Complete form <a href="#">#0715 Request for a Temporary Assignment or Temporary Employment</a> . 2. Discuss the need for a Temporary Employment posting/position.
2.0	Staffing Recruiter Specialist	3. Review and process the request. 4. Schedule meeting with Chief Financial Officer/Designee to identify funding for position from within division/program budget. If approved, <b>continues process</b> . If denied, or inadequate funding exists, <b>stops process</b> .
3.0	Supervisor	5. Receive names of potential candidates if applicable (e.g., staff suggestions, previous candidates interviewed). 6. Forward completed form #0715 Request for a Temporary Assignment or Temporary Employment to the HR Designee for filing and inform the HR Designee of the need to advertise the position, if applicable.
4.0	HR Designee/Designee	7. Distribute the request as indicated. 8. Make arrangements to advertise and/or post job vacancy and confirms this with the supervisor, if determined necessary. 9. Forward packet of applicant(s) to HR designee to screen for qualifications. 10. Forward packet of qualified candidate(s) to Supervisor.
5.0	Staffing Recruiter Specialist	11. Review candidate(s) and determines the need for any interviews. 12. Follow the steps below as appropriate:

Action Number	Responsible Stakeholder	Details
		<ul style="list-style-type: none"> <li>a. Contact candidates and establish mutually convenient dates and times for interviews. (May have to contact individuals in the evening if they are currently working.)</li> <li>b. Inform the applicant that this is a temporary employment or temporary filling of a vacancy.</li> <li>c. Explain 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.</li> </ul>
6.0	Supervisor	<p>13. Follow the steps below as appropriate:</p> <ul style="list-style-type: none"> <li>a. Restrict interview questions to areas of ability and qualifications to perform the job as described (experience, skills, and/or education).</li> <li>b. Ask all candidates the same questions in order to evaluate all candidates on the same basis.</li> <li>c. Inform 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.</li> <li>d. Encourage applicant to call if they have further questions after the interview.</li> <li>e. Determine whether or not to make final offer of temporary employment.</li> <li>f. Determine the wage to be offered and the starting date, which should be on the first Monday of a pay period.</li> </ul>
7.0	Staffing Recruiter Specialist	<p>14. Contact 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</p>

Action Number	Responsible Stakeholder	Details
		<p>negative drug screen and makes the offer of temporary employment, with any contingencies, verbally to the applicant and explain that there is a need for transcripts, degree if applicable, licensure, and successful passing of a T.B. test (if applicable).</p> <p>15. Confirm the offer of temporary employment.</p> <p>16. Inform the HR Designee of the temporary employment and requests a letter confirming such.</p>
8.0	HR Designee	<p>17. Generate and process the letter of temporary employment.</p> <p>18. Process the employee, according to the <a href="#">Administrative Policy #06-001-0085, Personnel: New Employee Processing</a>.</p> <p>19. Process as appropriate along with other personnel changes.</p>

## B. Related Policies

[Administrative Policy #06-001-0085, Personnel: New Employee Processing](#)

## C. Definitions

1. *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).
2. *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.
3. *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.

## D. Forms

[#0715 Request for a Temporary Assignment or Temporary Employment](#)

## E. Other Resources (i.e., training, secondary contact information, exhibits, etc.)

N/A

## F. References

N/A

## IV. History

- Initial Approval Date: 04/1996
  - Last Revision Date: 02/2025
  - Last Reviewed Date: 01/2024
  - Non-Substantive Revisions: N/A
  - Key Words: Temporary
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