

# POLICY



# MEMORANDUM

<b>SUBJECT:</b> Temporary Staffing Program	<b>EFFECTIVE:</b> May 4, 2017
<b>ISSUED BY:</b> GOVERNOR'S OFFICE OF PLANNING AND BUDGET DEPARTMENT OF ADMINISTRATIVE SERVICES	

## I. Purpose

The Department of Administrative Services (DOAS) has established the Temporary Staffing Program (TSP) in accordance with O.C.G.A. §50-5-50. The purpose of this policy is to provide guidelines and rules for the procurement of temporary staffing services in the following job categories:

- Administrative
- Clerical
- Information Technology
- Light Industrial
- Non-Clinical Healthcare
- Professional

This policy does not govern an agency's use of independent contractors.

## II. Legislative Authority

Pursuant to O.C.G.A. §45-12-70 et seq., the Office of Planning and Budget is responsible for developing financial plans for the State, coordinating the fiscal affairs of the State, and ensuring that the financial resources of the State are used most efficiently.

In accordance with O.C.G.A. §50-5-50, it is the responsibility of the Department of Administrative Services to establish mandatory contracts for the provision of services required by the State.

Accordingly, the Director of the Office of Planning and Budget and the Commissioner of the Department of Administrative Services issue this policy jointly.

## III. Definitions

- (a) "Agency" or "agencies" includes any offices, departments, boards, bureaus, commissions, institutions or other entities of the State, including the University System of Georgia, governed by O.C.G.A., § 50-5-51.

- (b) “Temporary Staffing Worker” is an individual who provides a service to the State through a staffing firm that administers the individual’s pay, benefits, employment taxes, and IRS reporting.
- (c) “Independent Contractor” is an individual who meets the United States Department of Labor and Internal Revenue Service (IRS) Independent Contractor Tests.

**IV. Policy**

- (a) Agencies must use the appropriate DOAS statewide contract to purchase temporary staffing services for the job categories listed in Section I., unless a waiver has been approved by DOAS in accordance with the Georgia Procurement Manual, Section 1.3.1.1.

Reasons to request a waiver include, but are not limited to:

- Cost,
- Supplier’s inability to deliver required skill set(s) under contracted service level agreement,
- Specific, difficult to acquire skill set(s) not provided by mandatory contract and,
- Severe business disruption after transitioning to a mandatory contract.

- (b) Agencies may use temporary staffing workers in the following instances:

- To augment staffing during a period of persistent vacancies caused by labor shortages. Labor shortages may be geographical or due to the need for specialized skills.
- To cover a position during an employee’s long-term leave (e.g., Family and Medical Leave Act, authorized leave of absence without pay, Workers’ Compensation Injury, etc.).
- To perform work during peak workload periods, either anticipated (e.g., seasonal) or unanticipated (e.g., new program).
- As a recruitment technique to identify qualified candidates for potential employment in full and/or part-time positions.

- (c) Agencies must ensure the appropriate pre-employment screenings are conducted by the staffing firm in accordance to agency employment practices (e.g., background check and drug screen).

- (d) Agencies must ensure internal practices are in place to address appropriate temporary staffing worker access and use of:

- Equipment or merchandise,
- Cash or checks,
- Facilities, keys to facilities,
- Personally Identifiable Information or other types of confidential information and,

- Vendor trade secret information held by the State.

(e) Agencies must review invoices prior to processing payment to ensure that the mark-up rate for services does not exceed the rate stated in the TSP contract.

**Effective Date**

This policy becomes effective May 4, 2017, and may be revised as necessary.

**V. Revision History**

Version	Date
1.0	May 4, 2017