

<i>Date</i> 9/26/16	Policy Guidelines For Use of Temporary Fee-For-Service Staff	<i>Item</i> H-410
<i>supersedes</i> 11/14/85		<i>page</i> 1

1. Purpose and Scope

This item addresses the use of temporary staff hired on a fee-for-service basis to supplement State employees performing the same or similar functions.

It is the State’s policy to limit to the extent practicable the use of such temporary fee-for-service staff consistent with guidelines outlined below. This policy is not intended to limit an agency’s ability to hire staff on a fee-for-service basis when technical, professional and other highly specialized skills are required, or for unique projects that require specially trained or qualified individuals where the recruitment and/or training of employees would delay commencement of the project.

2. Policy Guidelines

The following criteria, to be used in conjunction with existing guidelines applicable to the use of outside consultants and contractors, should be applied in determining the appropriate use of temporary staff on a fee-for-service basis:

- During temporary emergencies (i.e., a nonrecurring situation or circumstance of limited duration, not to exceed 90 days, which might impair the agency’s goals, interfere with the proper discharge of its responsibilities or present a clear danger to persons or property);
- Unanticipated short-term workload or short-term projects (not more than three months);
- Other unplanned staffing needs of limited duration generally not to exceed three months.

Should anticipated agency temporary staffing needs extend beyond three months, other options should be reviewed including but not limited to, staff consolidation, office automation, new work procedures, or the use of State positions to address the situation.

The Division of the Budget may require certain agencies to submit a plan to their budget examiners detailing steps being taken to ensure they comply with this policy.

Any questions or concerns on the implementation of this Item should be directed to your budget examiner.