



BALDWIN COUNTY COMMISSION

POLICY #11.1	
Subject	Temporary Labor Policy
Date Adopted	May 19, 2015 For Approval September 7, 2021
Agenda Item	TBD
Obsolete Versions	November 3, 2009 Page 14 of Meeting Minutes June 7, 2011 Pages 28-29 of Meeting Minutes June 21, 2011 Page 17 of Meeting Minutes May 19, 2015 Page 13 of Meeting Minutes

POLICY STATEMENT

This policy governs the use of temporary labor through closely monitoring its usage and the financial impact on the County's budget.

PROCEDURAL REQUIREMENT

Temporary labor may be utilized when current staffing levels are not sufficient to complete a particular project within a required time frame, during an extended leave period of a county employee(s), ~~during a state of emergency~~ or a declared emergency that causes a need for shelter workers, bus drivers, or disaster workers.

Temporary workers are non-county employees who have no entitlement to benefits and who earn an hourly rate for time worked and earn time and one-half (1½) for all hours physically worked over forty (40) hours within a workweek. Temporary workers are supplied and employed by an independent, temporary labor provider.

A temporary worker shall not be used continuously for more than ~~three (3)~~ twelve (12) months and shall not be re-employed without a one (1) month break in service, unless the worker is assigned to a specific project with a pre-determined termination date. ~~not to exceed twelve (12) months~~. For purposes of temporary workers employed as of the date of adoption of this policy, the time limitations set out in this paragraph shall be measured from the date of ~~the temporary worker's start date. adoption of the policy.~~

The following procedures must be followed in order to obtain temporary staffing.

- 1) Elected Officials or Appointed Department Heads must complete and submit a request form (*attached*) to the Personnel Department.

- 2) The Personnel Department will help determine the rate of hourly compensation based on the current employee pay scale and forward the request to the temporary staffing agency.
- 3) After initial processing is completed (drug test, background check, etc.) ~~and after the Personnel Department determines the rate of hourly compensation,~~ the department requesting a temporary worker will be notified and an effective date of employment will be determined.
- 4) Review and approval of the Commission will be required when an Appointed Department Head/Elected Official is requesting to spend more than budgeted.

FORMS/ATTACHMENTS/EXHIBITS

- 1) Baldwin County Commission Temporary Labor Requisition Form
- 2) ~~Pay Scale for Temporary Labor~~ Fee Schedule for Shelter Management Workers

Baldwin County Commission Temporary Labor Service Order Form

To Be Completed by Requesting Department

Please circle one of the following: New Hire Return Hire Resigned No Longer Needed

Department _____ Department Location _____

Hiring Supervisor _____ Funding Source _____

Supervisor's Contact Info: _____

Position Job Title _____ Number of Employees Needed _____ Estimated number of hours weekly _____

Requested Start Date _____ Approximate End Date _____

Signature of Requesting Supervisor _____ Date Requested _____

Signature of Elected Official/Department Head _____ Date Approved _____

Why is position being requested? _____

Describe the position duties _____

To Be Completed by Personnel

Date Temporary Agency contacted _____ Rate of Pay _____

Approved by Personnel: _____ Date _____

Pre-Employment Screening Requested:

- ☐ Drug & Alcohol Background Check from Previous Employer
- ☐ Driving Record Check
- ☐ Background Check
- ☐ Pre-employment Drug Screen

The Temporary Labor applicant has completed all Pre-employment Screening and is approved to begin work on _____.

Applicant Name: _____

Contact Information: _____

FEE SCHEDULE

Item #	Job Title	Minimum Hourly Rate
1	Custodian	\$10.50
2	Laborer	\$10.50
3	Office Assistant/File Clerk	\$10.50
4	Shelter Manager	\$25.00
5	Assistant Shelter Manager	\$20.00
6	Shelter Support Staff	\$15.00
7	Cafeteria Manager	\$20.00
8	Cafeteria Support Staff	\$15.00
9	Custodian Manager	\$20.00
10	Custodian Support Staff	\$20.00
11	Interpreter	\$20.00
12	Bus Driver	\$15.00