

## **Oregon Forward Temporary Staffing Services**

### *How to Access Temporary Staffing Services*

State Agencies requiring temporary employees should be familiar with the state policy for hiring temporary employees.<sup>1</sup> Statewide policy 40.025.01 describes those circumstances when hiring a temporary employee is allowable. There are specific guidelines when a temporary employee may be hired, how long they may work in state agency temporary appointments during a calendar year, and in what circumstances an appointment may exceed the annual limit.

#### **Hiring Contracted Temporary Workers**

The State Agency should conduct a “Make or Buy” analysis for the Agency’s ability to meet the identified business need under consideration. This includes a review of Agency resources to assure that there is a need to hire additional workers. At times, the agency may have access to workers who don’t work for the agency that are already familiar with the processes and procedures of the agency. Those workers possessing necessary expertise to fulfill the agencies’ can be hired as State Temporary Workers. State Temporary Workers are employees of the state. There are budget implications for hiring a State Temporary Worker that may have an impact on the hiring decision.

When the State Agency’s resources are inadequate to meet the requirements, an option available to the agency is to hire a “Contracted Temporary Employee.” A Contracted Temporary Employee is not an employee of the state. Contracted temporary employees are always hired on an hourly basis and into two basic categories.

1. A Price Agreement IT Support Services, PA 8350 is the first stop for temporary workers in Information Technology. This Price Agreement is available for use in the Portland and Willamette Valley area.
2. Price Agreement number 9436 should be used for IT hourly services if the services can’t be obtained through PA 8350. The price agreement does not include services of deliverable-based project work.
3. All other contracted temporary workers should be sourced through the Oregon Forward Program, previously known as the Qualified Rehabilitation Facility or QRF Program. The Oregon Department of Administrative Services (DAS) Procurement Services Department has entered into Price Agreements with the Oregon Forward Contractors (OFC) suitable for providing this service. This document is meant to describe the process for choosing an OFC for Staffing Services.

#### **Choosing an Oregon Forward Program Temporary Staffing Services Provider**

After determining the need for a contracted temporary employee, the Public Agency has an opportunity to choose an OFC Staffing provider. If the Agency has a preference for the OFC provider, they should contact that provider to discuss the Agency’s needs. The Agency may review the Price Agreement in place with that OFC for Staffing Services for potential position descriptions. The OFC will be able to help the Agency choose the position title that would most closely fit the requirements of the Agency.

The Public Agency without a preference for an OFC may contact as many of the OFC staffing services providers as they feel is prudent. While it is not permissible to compete for price, it is possible to request

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<sup>1</sup> The Statewide Policy for temporary Appointments may be found by following this hyperlink: <https://www.oregon.gov/das/Policies/40-025-01.pdf>.

a pool of candidates from as many of the OFCs that the Public Agency desires, and has time to review. The process is very flexible and usually the Public Agency's need will dictate the steps to be taken. Process steps may include, but are not limited to a review of resumes, interviews of potential temporary workers and skills tests.

A need for a quick placement, usually of a short duration, may involve contacting one OFC and asking for a worker that has been prequalified by the OFC for the type of position. Each OFC can offer insights into the worker's employment history and skill set for these quick placement requirements. *It is a good practice to review the workers resume and work history.* The Public Agency may request the resume' of the individual(s) referred to assure that the placed worker is a good fit to the Public Agencies' requirements. OFCs will conduct any necessary background tests.

### **Placing the Order**

Once the worker(s) have been selected, the Public Agency should use the template for a "Work Order Contract" or WOC to complete the selection process. Not every Public Agency employee has the authority to establish a WOC. A WOC will encumber funds of the agency. If uncertain about how this works in an agency, the public agency employee is encouraged to inquire of their management and/or their agency designated procurement officer.

The WOC template is a boilerplate document that has been developed specifically for each Price Agreement. The WOC incorporates the Terms and Conditions of the Price Agreement and establishes additional Terms and Conditions for the contracting relationship with the OFC employing the temporary employee. The unique WOC number should be obtained through ORPIN and is obtained by selecting "Create a Document," and within that menu select "Create a Work Order." The Public Agency representative should then follow the steps as prompted. This process will produce a WOC number that should be input into the WOC. This number should be entered into the WOC template in the various locations indicated on that document.

The primary purpose of the WOC is the creation of an understanding between the OFC and the Public Agency. The details about each placement should be described in the WOC. The details include,

- the project title
- the desired duties
- temporary worker position
- the hours and days to be worked
- any other pertinent details of the assignment.

It is permissible to utilize one WOC to describe multiple positions. *As a best practice, the positions should not be specific to the individual worker placed, rather they should name the temporary worker's position.* The WOC should be signed by both the Public Agency and the OFC before the worker is allowed to work.

The Certificate of Insurance is held DAS at Procurement Services ("DAS") in addition to ORPIN by Price Agreement under "privileged documents", and may be requested by the Public Agency if desired. When the Price Agreement is amended for price, the Public Agency and OFC should amend any WOCs drawn from that Agreement to adjust the prices charged for each OFC employee placed. It is the responsibility of the OFC to notify their customers that have open WOCs of any price adjustments to the Price

Agreement. When the Price Agreement expires, the Public Agency should also expire any open WOCs to coincide with that expiration. Unless the Price Agreement expiration date is extended by DAS, DAS will establish a new Price Agreement to replace the one expiring.

It is the OFC's responsibility to assure that the worker does not exceed the 1040 hours in a calendar year limitation placed on temporary appointments, and should keep the Public Agency apprised of the status of each OFC temporary worker placed. At times, the need for the worker will extend beyond that limit. There are situations for which the worker may work more than 1040 hours in a calendar year as are described in the Temporary Assignment statewide policy.<sup>i</sup> The Public Agency buyer should contact the Agency's Human Resources ("HR") department to inquire about next steps. Depending on the requirements of the position, the 1040 hours in a calendar year limitation may be exceeded, allowed as is described in Statewide Policy 40.025.01.

There have been situations in which the Agency would like to hire the contracted temporary worker. These Price Agreement allows for that option through an open and competitive process.

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<sup>i</sup> State HR Policy # 40.025.01 (5) (5) A temporary employee, other than one filling in behind an employee on approved leave, may not work beyond six calendar months for the same workload need. An appointing authority may extend a temporary appointment beyond six calendar months (not to exceed 1,040 hours) for the same emergency workload need when all of the following conditions are met: (a) The original emergency continues to exist. (b) No other reasonable means exists to meet the emergency. (c) Using an existing position or establishing a new position is not appropriate or feasible. (d) A limited duration appointment in a permanent position is not appropriate or feasible.