



EMPLOYEE MANUAL	
Title: TEMPORARY STAFFING OF AGENCY WORKERS	
Policy No.: 14.0	Section Nos.: 14.0 – 14.0
Approval Date:	Effective Date: January 2018
Approved By: Board of Directors	

14.0 TEMPORARY STAFFING OF AGENCY WORKERS

The Santa Clarita Valley Water Agency occasionally uses temporary staffing agency workers (sometimes referred to as “temps”) to address specific short-term projects that cannot adequately be staffed by Agency personnel. When such use is required, the Agency will follow these guidelines:

1. Worker Assignment. The temporary worker’s assignment shall be governed by the following guidelines and limitations:
 - (a) Temporary workers should only be used when management determines the use necessary and proper, such as coverage of employee absence necessitated by protected leave, short-term coverage of ancillary services necessitated by employee absences, as-needed coverage for newly established programs while the Agency determines appropriate permanent staffing needs, and as-needed short-term ancillary service projects.
 - (b) Temporary workers should not be utilized in a way that will necessarily result in the elimination of Agency employee positions.
 - (c) For non-intermittent assignments, the temporary staffing agency worker shall be assigned to a task or duty for no more than six (6) months. The Agency shall have discretion to extend the worker’s assignment upon good cause, for one additional six-month period. Compensation for the worker shall not exceed salary ranges for comparable Agency positions.
 - (d) The six-month limitation does not apply to intermittent assignments, such as occasional relief of reception desk or customer service activities.
 - (e) Temporary employees shall not be entitled to any benefits or rights of any nature whatsoever, except as provided and specifically required by applicable law.
 - (f) Temporary employees shall be paid at the rate of one and one-half times the regular rate for overtime worked or when they are entitled to overtime pay.

2. Staffing Agency Agreement. The temporary worker shall be assigned from a staffing agency that has been previously approved by the Agency. The staffing agency shall be well established and economically viable. The approval shall be contingent on legal review of a temporary staffing agreement that provides:



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- (a) The staffing agency’s full obligation as to all federal and state wage-and-hour and employment-related laws, including but not limited to payment of employment taxes; compliance with the California Fair Employment and Housing Act; compliance with the Patient Protection and Affordable Care Act; and compliance and apportionment of paid sick leave pursuant to the California Healthy Workplaces, Healthy Families Act.
- (b) The staffing agency’s obligation to subject its employees to pre-employment screening consistent with or exceeding those standards set by the Agency for employment.
- (c) The staffing agency’s express requirement to list the Agency as an additional insured at levels as deemed appropriate by Agency management on all employment-related insurance maintained by the staffing agency.
- (d) The staffing agency’s duty to defend and indemnify the Agency as to any claim raised by a staffing agency employee assigned to the Agency based on employment-related claims.
- (e) An obligation for the staffing agency to request any assigned workers to sign an arbitration agreement, binding said workers to arbitrate any work-related dispute and waiving entitlement to any employment-related class action.