

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY
ADMINISTRATIVE POLICIES AND PROCEDURES
MANUAL**

Program/Area: Administration
Subject: Temporary Help Positions

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Approved: Signature on file

POLICY

Temporary help positions are authorized to meet immediate, short-term, or emergency staffing needs. Temporary help employees are provided by various temporary help agencies with established contracts with the County of Orange. They are not intended as substitutes for situations that would normally require a regular position. The request and approval process are simplified in order to respond expeditiously to short-term and emergency needs. Please note that this policy is different from the Extra Help Position Request Policy.

A. Authorized Utilization

Government Code 31000.4 authorizes use of temporary contract staff. The Board of Supervisors may contract with temporary help firms for temporary help to assist county agencies, departments, or offices during any peak load, temporary absence, or emergency other than a labor dispute, provided the board determines that it is in the economic interest of the county to provide such temporary help by contract, rather than employing persons for such purpose. Use of temporary help under this section shall be limited to a period of not to exceed 90 days for any single peak load, temporary absence, or emergency.

B. Unauthorized Utilization

Temporary help positions should not be filled to (a) meet long term or new program staffing needs, (b) evaluate employees before placing them in a regular position, and/or (c) avoid the cost of employee benefits where a regular position is required.