



TITLE	POLICY NUMBER	
Temporary Employees	DCS 02-32	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Business Support Services	April 7, 2017	1

I. POLICY STATEMENT

The Department of Child Safety (DCS) may retain the services of temporary employees via agencies who have contracts with the state. Only contracts that are pre-established through the Arizona Department of Administration (ADOA) State Procurement Office (SPO) may be used to obtain temporary services.

This policy does not create a contract for employment between any temporary employee and the Department.

II. APPLICABILITY

This policy applies to Department employees responsible for the recruitment, selection, and supervision of temporary employees.

III. AUTHORITY

[A.R.S. § 41-746](#) Refusal of consideration for employment;
verification of education and work history

[A.R.S. § 41-747](#) Employment procedures; violation

[A.A.C. R2-5A-303](#) Reference and Background Checks

[A.A.C. R2-5A-307 \(B\) \(2\)](#) Appointment

[DCS 04-11](#)

Use of DCS Central Registry for Direct Service
Employment Decisions Policy

IV. DEFINITIONS

Central Registry: The automated database of substantiated reports of child abuse and neglect that is contained within the DCS case management information system.

Department or DCS: The Department of Child Safety.

Hiring Manager: For purposes of this policy, Hiring Manager refers to the DCS supervisor or designee with authority to recommend and/or select an applicant for hire.

Reference and Background Check: An attempt to verify the education, work history, license, registration, or other relevant qualification of a candidate in order to obtain information and recommendations that may be relevant to the candidate's fitness for employment.

Temporary Employee: A person provided by a State-contracted employment agency whose education, experience, competencies, or other qualifications meet the requirements of a short-term assignment within the Department.

V. POLICY

A. The Department may utilize temporary employees for short-term assignments. Short-term assignments are periods of six (6) months or less; however, such assignments may be extended upon approval of the appropriate Deputy Director or his/her designee.

B. Unless they already possess a valid Level One Fingerprint Clearance Card, prospective temporary employees referred through an employment agency shall undergo a Central Registry check; a [Direct Service Central Registry Clearance Form](#) shall be completed by the employment agency with which the prospective temporary employee is affiliated.

Before being temporarily employed in a position that provides direct services to children, or has access to personally identifying or HIPAA information, prospective temporary employees shall certify on forms that are provided by the Department whether an allegation of abuse or neglect was made against them and

was substantiated. The completed forms are to be maintained as confidential. Any individual with a substantiated Central Registry report, in any state or jurisdiction, or who is the subject of a pending investigation or appeal of a report of child abuse or neglect, shall be automatically disqualified from consideration as a temporary employee with the Department.

- C. Temporary employees who provide direct services to children or families must have a Level One Fingerprint Clearance Card.
- D. Temporary employees shall not be eligible for employee benefits except where mandated by applicable law.
- E. Temporary employees shall be required to sign a [Confidentiality Agreement for Temporary Employees](#) form affirming they will not disclose any confidential information that may become known to them during their assignment at DCS.
- F. Temporary employees are to perform the essential functions identified in the justification that created the temporary position, at the specific location to which they are assigned. Temporary employees shall not:
 - 1. operate state vehicles, unless required and in accordance with [DCS 02-18 Management and Operation of State Vehicles](#). A contractor, acting within the course and scope of their authorized or contracted responsibilities may be allowed to drive a state vehicle when the Director or the Director's designee has determined that it is necessary to accomplish the mission of the Department and in the best interest of the State;
 - 2. have manager or approver security access to statewide Accounting, Purchasing, or Human Resources systems;
 - 3. serve as messengers by traveling to other offices or locations, whether in their personal vehicles or any other mode of transportation;
 - 4. serve as babysitters;
 - 5. serve as translators unless specified as a job duty, and only in urgent cases where it is impracticable to utilize established statewide contracts;
 - 6. be assigned to reserved parking spaces;
 - 7. be permitted to telework, unless authorized by Assistant Director, Program Administrator, or designee;
 - 8. be permitted to work overtime, unless authorized by manager and reflected in

the purchase order.

- G. Business owners shall review the need for temporary staff quarterly.

VI. PROCEDURES

A. Request for Temporary Employee

1. A request for a temporary employee may be made by a supervisor and must contain a justification explaining why a temporary employee is needed. The request must explain why the essential functions cannot be transferred to existing staff, and must include:
 - a. the specific job classification and essential functions;
 - b. the location of the assignment;
 - c. the duration of the assignment;
 - d. the hours the temporary employee will work; and
 - e. any additional information requested by the designated procurement officer.
2. The supervisor submits a purchase request for budgetary approval to hire a temporary employee. Temporary employees cannot begin work until the purchase order is executed/issued.
3. The supervisor submits a request to DCS Procurement & Contracts, which will route the request to the appropriate Manager, Program Administrator, Assistant Director, Deputy Director or his/her designee.

B. Approval/Extension/Denial of Request for Temporary Employee

1. A Deputy Director approves all requests for temporary employees. If the request is denied, DCS Procurement & Contracts notifies the individual who submitted the request.
2. If the request is approved, DCS Procurement & Contracts proceeds to secure the services of a temporary employee using the procedures in section C (Assignment) below.
3. If an extension of the original length of employment for the temporary position is needed, the supervisor must obtain approval from the Deputy Director or his/her designee prior to extending the appointment.

C. Assignment

1. DCS Procurement & Contracts confirms, through the Arizona Procurement Portal (APP) system the authorized contractor with which the state has a contract; DCS Procurement & Contracts may request temporary employees from Acro or authorized contractor to fill open temp position.
2. DCS Procurement & Contracts will enter requisition on behalf of the hiring manager in the Acro/XRM system. The individual who will be supervising the temporary employee reviews the resumes and selects a temporary employee.
3. If a background search does not reveal any concerns, DCS Procurement & Contracts notifies the supervisor who is requesting the temporary employee that the temporary employee may commence his/her assignment. The temporary employee's supervisor will be authorized by the vendor to access the vendor's website to approve the employee's timesheet.

D. Supervisor Responsibility

1. The supervisor overseeing the temporary employee is responsible for:
 - a. assisting the temporary employee to obtain a DCS identification badge, building/garage keys if necessary, and other equipment needed to enter and navigate the assigned office;
 - b. obtaining access to the Department's computer system for the temporary employee by:
 - i. assisting the temporary employee to obtain an employee identification number, and
 - ii. ensuring that the temporary employee completes the Initial Data Security and HIPAA computer-based training prior to having access to any personally identifying or HIPAA-related information. Additional trainings may be required by the supervisor depending upon the assignment.
 - c. explaining the [Confidentiality Agreement for Temporary Employees](#) form and having the temporary employee sign the form prior to beginning the assignment. This form, as well as any other forms pertaining to the temporary employee's processing or

onboarding, will be sent to Procurement to be stored with the purchase order;

- d. ensuring the temporary employee has a valid Level One Fingerprint Clearance Card when the temporary employee will be providing direct services to children and families;
- e. approving the temporary employee's timesheet.

- 2. DCS Procurement & Contracts executes the purchase orders for the invoices from employment agencies.

E. Dismissal

- 1. If a temporary employee does not meet the performance expectations of the supervisor, the supervisor contacts DCS Procurement & Contracts immediately to arrange for a replacement. DCS Procurement & Contracts notifies the vendor that the temporary employee has been dismissed from the assignment, and the vendor notifies the temporary employee that the assignment has concluded.
- 2. Temporary employees may be dismissed from their assignments at will.
- 3. The supervisor takes possession of the temporary employee's identification badge, keys, and any other items assigned to the temporary employee.

VII. FORMS INDEX

[Confidentiality Agreement for Temporary Employees \(DCS-1203A\)](#)
[Direct Service Central Registry Clearance Form \(DCS-1083A\)](#)