# COUNTY OF LOS ANGELES
# DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387


*To enrich lives through effective and caring service*


**MICHAEL J. HENRY**
DIRECTOR OF PERSONNEL


August 25, 2003

To: All Department Heads

From Michael J. Henry
Director of Personnel

Subject: **90-DAY TEMPORARY CONTRACT PERSONNEL ASSIGNMENTS**

This is to clarify the 90-day assignment limitation provisions for temporary contract personnel set forth in California Government Code Section 31000.4. County Counsel's interpretation of the 90-day assignment limitation is that individual assignments for temporary contract personnel are not to exceed 90 business (working) days. A business day is defined as eight working hours. Therefore, temporary personnel utilized under Government Code Section 31000.4 contracts may be placed in individual assignments a maximum of 90 business days (720 working hours).

As a result, we have revised our quarterly Utilization Report Form (Attachment I) to include total hours worked in assignments. Please note your staff will now need to track and report the actual numbers of hours worked in assignments by temporary contract personnel as well as the calendar dates in assignments. Attachment II is a copy of a sample report using the revised format.

Please ensure that your staff begins using the revised reporting format for the quarter ending September 30, 2003 and continue monitoring utilization of temporary contract personnel to ensure your compliance with Government Code Section 31000.4. In addition, please ensure that your new and renewal temporary personnel contracts and related Board letters filed pursuant to Government Code Section 31000.4, include language indicating that your needs for temporary services will not exceed 90 business days (720 working hours) for any peak load, emergency, or temporary absence requiring temporary contract personnel services.

Thank you for your continued cooperation. If you have any questions please call me, or your staff may call Judy Keeler of my staff at (213) 893-9771.

MJH:REB
JK:ck
Attachments
c: Each Supervisor
Administrative Deputies
Personnel Officers
David Kelsey

H:TempPersonnel90days.0803

ATTACHMENT I

# TEMPORARY PERSONNEL SERVICES AGREEMENT UTILIZATION QUARTERLY REPORT

QUARTER: (_____)

DEPARTMENT _____ DEPARTMENT NO. _____

| No. | Employee Name Last, First | Position Title/ Classification | Start Date With Dept. | List Each Assignment This Quarter | Start Date Of Each Assignment | End Date Of Each Assignment | No. Of Hours Worked In Each Assignment | Comments (Please attach additional correspondence, if necessary) |
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CONTRACT AGENCY:_____
CONTRACT TERM:_____
CONTRACT AMOUNT: _____
CONTRACT COSTS THIS QUARTER: $ _____
CONTRACT COST THIS FISCAL YEAR $_____
TEMPORARY CONTRACT PERSONNEL ITEMS CONVERTED TO COUNTY ITEMS THIS FISCAL YEAR: _____
TEMPORARY CONTRACT PERSONNEL ITEMS CONVERTED TO COUNTY ITEMS THIS QUARTER:_____

| Report Prepared By: | Approved By: |
|---|---|
| Payroll Title: | Payroll Title: |
| Phone No.: ( ) | Phone No.: ( ) |
| Fax No.: ( ) | Fax No.: ( ) |

ATTACHMENT II

# PERSONNEL SERVICES AGREEMENT UTILIZATION QUARTERLY REPORT

## QUARTER: JULY 1, 2003 to SEPTEMBER 30, 2003

**DEPARTMENT DATA PROCESSING** **DEPARTMENT NO. 365**

| No. | Employee Name Last, First | Position Title/ Classification | Start Date With Dept. | List Each Assignment This Quarter | Start Date Of Each Assignment | End Date Of Each Assignment | No. Of Hours Worked In Each Assignment | Comments (Please attach additional correspondence, if necessary) |
|---|---|---|---|---|---|---|---|---|
| 1 | Chung, Connie | Receptionist/Typist | 7/1/03 | Technical Services | 7/1/03 | 9/30/03 | 512.00 | Released effective 10/1/03 |
| 2 | Washington, Grover | Accounting Technician | 3/17/03 | Disbursement Servs. | 3/17/03 | 8/8/03 | 600.00 | |
| * | Washington, Grover | Accounting Technician | 3/17/03 | Fiscal & Planning | 8/11/03 | 9/30/03 | 120.00 | Hired effective 10/1/03 |
| 3 | Walken, Christopher | Intermediate Clerk | 3/17/03 | Contract Services | 3/17/03 | 9/30/03 | 720.00 | Hired effective 10/1/03 |
| 4 | Gregg Hill | Systems Aid | 1/6/03 | Special Projects | 1/6/03 | | 360.00 | Seeking CAO's approval to hire |
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CONTRACT AGENCY: Kelly Boy Temp
CONTRACT TERM: April 15, 2002 through April 14, 2004
CONTRACT AMOUNT: $75,000.00
CONTRACT COSTS THIS QUARTER: $8,235.00
CONTRACT COST THIS FISCAL YEAR: $8,235.00 (only lst qtr)
TEMPORARY CONTRACT PERSONNEL ITEMS CONVERTED TO COUNTY ITEMS THIS FISCAL YEAR : 2
TEMPORARY CONTRACT PERSONNEL ITEMS CONVERTED TO COUNTY ITEMS THIS QUARTER : 2

| Report Prepared By: | Approved By: |
|---|---|
| Ressie Duran | Williams Gates |
| Payroll Title: Sr. Personnel Assistant | Payroll Title: Assistant Director |
| Phone No.: (213) 234-5678 | Phone No.: (213) 555-4444 |
| Fax No.: (213) 284-5656 | Fax No.: (213) 284-5656 |