

**Area:** Human Resources

**Subject:** HR19 - Substitutes – Kelly Temporary Services

**Reference:** 1304.52 (g)(1)

**Policy:** Management staff may use Kelly Temporary Services to obtain a substitute for employees who are absent.

**Procedure:**

1. Kelly Temporary Services staff is utilized for primarily clerical or administrative assistant functions.
2. Management staff will determine the need for a substitute when an employee is absent from work.
3. Management staff will contact Madeline Brown in Human Resources to request a substitute and provide the following information:
  - Position substituting for
  - Skills that substitute must have
  - Number of days/hours needed
  - Instructions on where to send substitute (work site)
4. Madeline will contact the management staff to confirm that she has secured a substitute. She will provide the name of the substitute and the rate of pay and, for same day assignments, the time the substitute will begin.
5. Management staff will complete a purchase order for use of the substitute and submit for processing.
6. Management staff will provide an orientation for the substitute that will include:
  - Sign in/out procedures
  - Break areas
  - Bathroom location
  - Work station use (computer, telephone, office supplies, etc)
7. Management staff will sign the substitutes time sheet at the end of every week on Friday, or the last day the substitute will work. Management staff will make arrangements to have another supervisory staff sign the substitutes time sheet if they are not going to be available.
8. If the substitutes time will be extended beyond the number of hours allocated on the original purchase order, the management staff will complete an additional purchase order extending the substitutes time.
9. If the substitute ends their assignment prior to expending the number of hours indicated on the original purchase order, the management staff will notify the SCOE Business Services Account Payable Supervisor via email, and cc a copy to Annie Yodduangkhae, Project Accounting Supervisor. The email should include:
  - The original purchase order number
  - The name of the substitute
  - The last day of the assignment

**Supervised by:** Executive Director

**Performed by:** Project Accounting Supervisor, Project Analyst, Child Development Supervisor, Administrative Assistant I

**Forms needed:** Purchase Order

**Frequency:** As needed