

**CORPORATE POLICY**

<b>SUBJECT: Selection of Contingent Workers</b>	<b>CATEGORY: Human Resources</b>
	<b>ORIGINAL DATE: November 10, 1992</b>
	<b>REVIEWED DATE: August 23, 2017</b>
	<b>REVISION DATE: September 23, 2020</b>

**I. POLICY:**

Volunteers, Interns and Temporary Staff are considered Contingent Workers and are utilized throughout the Lake County Health Department and Community Health Center (LCHD/CHC) to fulfill programmatic business needs.

**II. SCOPE:**

All Lake County Health Department and Community Health Center employees

**III. PROCEDURE:**

- A. ~~When an individual is selected for a contingent assignment they are required to complete all required paperwork, and also complete the following actions: Contingent Workers will be required to do the following:~~

~~1- When an individual is selected for a contingent assignment they are required to complete all required paperwork.~~

2-1. Provide three (3) references from persons familiar with their work experience, work performance, and/or community activities, such as previous employers, professors or community leaders.

3-2. If applicable, submit an authorization for a criminal background search or provide a copy ~~of a recent background search~~ from our preferred vendor/partner list. If contingent worker is a student, then a background clearance email or attestation form shall be submitted to Human Resources by the educational institution. If contingent worker is from an agency, then a background clearance email should be sent to Human Resources. All background searches or clearances ~~Either of these options~~ shall be ~~completed and~~ approved by Human Resources, prior to a Contingent Worker performing any work on our behalf.

4-3. Adhere to a drug screen and any program specific requirements mandated by grant requirements or law.

- B. In a situation where a Contingent Worker is an Intern, an LCHD/CHC affiliation agreement must be executed with the intern's school, and the school ~~is to must~~ provide a course syllabus and/or practicum to ensure the placement will meet the goals of the educational requirements. The length of internship is at the discretion of the program's Director and requirements of the educational needs. All interns are required to furnish proof of insurance coverage from their school.
- C. When requesting a Contingent Worker from a temporary agency, a Contractor Request Form must be completed for each position and emailed to the Business

**Commented [MLJ1]:** I reorganized this section because contingent workers are only required to do items 1 through 4.

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**Commented [MLJ2]:** Not sure how recent it would need to be.



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Manager of the program for approval. The Education Coordinator shall be copied before moving forward in the process.

- D. Contingent Workers are not eligible for any employee benefits.
- E. ~~The supervisor shall notify~~ Human Resources ~~shall be notified~~ via email of the Contingent Worker's last day of employment to ensure that building and/or system access is disabled, and there is a return of identification and/or security access cards.

### IV. REFERENCES:

None

### V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

### VI. APPROVALS:

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_