

## 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>
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**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 LCHD/CHC 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:
  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.
  2. Submit an authorization for a criminal background search or provide a copy of a recent background search from our preferred vendor/partner list, if applicable. If the contingent worker is a student, a background clearance email or attestation form shall be submitted to Human Resources (HR) by the educational institution. If the contingent worker is from a temporary employment agency, a background clearance email shall be sent to HR by the agency. All background searches or clearances shall be approved by HR prior to a contingent worker performing any work on behalf of LCHD/CHC.
  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 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 need. All interns are required to furnish proof of insurance coverage from their educational institution.
- C. When requesting a contingent worker from a temporary employment agency, a Contractor Request Form must be completed for each position and emailed to the appropriate Business Manager 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 HR 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

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**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: \_\_\_\_\_