

STATE OF OHIO



DEPARTMENT OF REHABILITATION  
AND CORRECTION

SUBJECT: <b>Temporary and Interim Appointments</b>	PAGE <u>  1  </u> OF <u>  3  </u>
	NUMBER: 34-PRO-08
RULE/CODE REFERENCE:	SUPERSEDES: 34-PRO-08 dated 08/07/13
RELATED ACA STANDARDS: 4-4040; 4-4060	EFFECTIVE DATE: August 25, 2016
	APPROVED: 

**I. AUTHORITY**

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

**II. PURPOSE**

The purpose of this policy is to set forth policy which provides for the appointment of interim and/or temporary personnel during specified times.

**III. APPLICABILITY**

This policy shall apply to all positions covered under the Civil Service laws and collective bargaining agreements.

**IV. DEFINITIONS**

**Interim Appointment** - An appointment for an indefinite period of time fixed by the length of absence of an employee due to illness, or disability; such appointment shall continue only during such periods of sickness or disability.

**Temporary Staffing** - Persons employed by a service contractor who fill a vacancy or need during the interim period of posting, selection, pre-service, administrative leave, etc.

**Temporary Work Level** - An appointment for a limited period of time due to a vacancy, fixed by the appointing authority and approved by the Director for a period not to exceed one hundred twenty (120) days, except as allowed in section 124.30 of the Revised Code and bargaining unit contracts.

**V. POLICY**

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to utilize temporary and interim appointments as provided for in the Ohio Civil Service Laws and applicable collective bargaining contracts to ensure the availability of personnel in a variety of situations.

**VI. PROCEDURES****A. Temporary Staffing – Institution Procedure**

1. When temporary staffing is required at an institution, the requesting department shall complete and send a Request for Approval to Use Temporary Agency (DRC1406) to their assigned business office.
2. The institution business administrator/designee shall sign and date the Request for Approval to Use Temporary Agency (DRC1406) in the “Business Administrator/Operation Support Center Chief Approval” section.
3. The managing officer/designee shall sign and date the Request for Approval to Use Temporary Agency (DRC1406) in the “Managing Officer/Designee Approval” section.
4. The Office of Administration Bureau of Budget Planning and Analysis chief/designee shall sign and date the Request for Approval to Use Temporary Agency (DRC1406) in the “OSC Budget Chief/Designee Approval section.
5. The Request for Approval to Use Temporary Agency (DRC1406) form shall be returned to the institution business office and they shall process a purchase order to complete the request. Please reference the DRC Business Operations Manual for complete details.

**B. Temporary Staffing – Operation Support Center Procedure**

1. When temporary staffing is required at the Operation Support Center (OSC), the requesting supervisor shall complete and send a Request for Approval to Use Temporary Agency (DRC1406) form to their assigned chief.
2. The assigned chief/designee of the requesting supervisor shall sign and date the Request for Approval to Use Temporary Agency (DRC1406) in the “Business Administrator/OSC Chief Approval” section.
3. The managing officer/designee shall sign and date the Request for Approval to Use Temporary Agency (DRC1406) in the “Managing Officer /Designee Approval” section.
4. The Office of Administration Bureau of Budget Planning and Analysis Chief/designee shall sign and date the Request for Approval to Use Temporary Agency (DRC1406) in the “OSC Budget Chief/Designee Approval section.
5. The Request for Approval to Use Temporary Agency (DRC1406) shall be returned to the OSC Office of Acquisition and Contract Compliance and they shall process a purchase order to complete the request. Please reference the DRC Business Operations Manual for complete details.

**C. Interim Appointment**

The personnel department shall complete a Request for Interim or Temporary Working Level (TWL) (DRC1485) when additional personnel are required for interim appointments. When approved, the personnel office shall either post the interim position or appoint someone to the interim position. In both cases, the selected person must complete an employment application indicating how he/she meets the minimum qualifications of the job. In addition, the person shall sign a form that notifies them the position is only for a short period of time to cover an absence. For purposes of OAKS ePar coding requesting either a TWL or Interim shall depend on employee bargaining unit type and type of bargaining unit position to be covered. Contractual language will determine if the position is to be coded as a TWL or Internal Interim.

**D. Temporary Working Level**

The personnel department shall complete a Request for Interim or Temporary Working Level (TWL) (DRC1485) when additional personnel are required for vacant positions. When approved, the personnel office shall either post the temporary working level position or appoint someone to the temporary working level appointment. In both cases, the selected person must complete an employment application indicating how he/she meets the minimum qualifications of the job. In addition, the person shall sign a form that notifies them the position is only for a short period of time to cover the vacancy.

**Related Department Forms:**

Request for Approval to Use Temporary Agency	DRC1406
Request for Interim or Temporary Working Level (TWL)	DRC1485