

**PRIVATE SECTOR
TEMPORARIES (PST's)**

**Policies and Procedures Manual
for Headquarters Offices**

September 2003

PRIVATE SECTOR TEMPORARIES (PST's)

Policies and Procedures Manual

Table of Contents

**Policies & Procedures for Hiring PST's at
Headquarters.....Page 1-4**

Attachments:

- **Sample AD-700.....Attachment 1**
- **PST Tip Sheet.....Attachment 2**
- **PST Flyer for FSIS Supervisors.....Attachment 3**
- **Occupation groups for clerical positions.....Attachment 4**
- **Human Resource Checklist.....Attachment 5**

**POLICIES AND PROCEDURES
FOR THE USE OF
PRIVATE SECTOR TEMPORARIES at HEADQUARTERS**

I. DEFINITIONS

Temporary Help Service Firm (PST firm/Contractor) – a private sector entity which quickly provides other organizations with specific services performed by its pool of employees, who possess the appropriate work skills, for brief or intermittent periods. **The firm is the legally responsible employer** and maintains that relationship during the time its employees are assigned to a client. In this capacity, the firm, **not the client organization**, recruits, tests, hires, trains, assigns, pays, provides benefits (including leave) to, and as necessary, addresses performance problems, disciplines, and terminates its employees.

Private Sector Temporaries (PST's) – employees of a temporary help service firm who are supervised and paid by that firm, and whom that firm assigns to various client organizations who have contracted for the temporary use of their skills when required.

II. PURPOSE

The purpose of Private Sector Temporaries (PST's) is to provide temporary staff support or relief, typically in the clerical and/or administrative field. The PST can be used when an organization is temporarily without staff support (i.e., due to an extended employee absence) to perform certain critical functions, or to perform temporary work of a pressing nature (i.e., a major, mission-critical project that has far-reaching impact). Because PST support is very costly, it should only be used as a last resort once all other employment alternatives have been carefully considered.

III. WHEN PST'S CAN BE USED

Private Sector Temporaries (PST's) may be used when there is an immediate need for staff support, and that need cannot be met through any other recruitment or placement alternatives (e.g., Current Employees – redistributing work, details, temporary promotions **OR** Direct Appointment of Temporary Employees – displaced employees, disabled veterans, students, welfare-to-work program, disability program, etc.) within the timeframe required. Examples of situations where PST's may be used include:

1. When personnel in the office are on extended leave (e.g. LWOP, maternity leave, sick leave, etc.) or on a temporary promotion, and there is no one available to fill behind them.

2. When the organization is currently in the process of recruiting to fill behind a position recently vacated and no other assistance is present and/or available in the office.
3. When the organization is required to perform additional work of an urgent and critical nature, or meet short deadlines that are mandated by an Executive Order or agency directive, and which cannot be delayed.

IV. WHEN PST'S CANNOT BE USED

The use of Private Sector Temporaries shall not be used:

1. In lieu of the regular recruitment and hiring procedures for permanent appointments;
2. To displace a Federal employee;
3. To circumvent controls on employment levels (e.g. hiring freezes or ceiling levels were insufficient);
4. In lieu of appointing a surplus or displaced Federal employee;
5. To create an employer-employee relationship.

V. TIME LIMITS

An office may use the services of a Private Sector Temporary for a limited period of time, ***not to exceed 120 working days***. Extensions beyond the initial 120 workdays require a written justification by the program office (explaining why the PST must be extended), and approval by the Chief, Classification and Staffing Services Branch, or his/her designee. As required by regulation, the use of temporary help services shall not exceed the maximum limit of 240 workdays.

VI. RESPONSIBILITIES:

PROGRAM OFFICE RESPONSIBILITIES:

How to Contract PST services?

1. Prepare Form AD-700 (Procurement Request) to request the use of a PST (see Attachment 1). The AD-700 must specify:
 - the type of clerical support occupation needed (see Attachment 4)
 - the reasons for needing the PST,
 - the dates needed and,
 - the desired tour of duty.
2. Submit the signed form to the Human Resources Division (HRD), Classification and Staffing Services Branch (CASSB), Room 3144-S, Attention: Ms. Vicky Brewer, for review and approval.
3. Once the AD-700 is approved by CASSB:
 - If the estimated value is **less than** \$2500, CASSB will initial off on the AD-700 and return to the program office. The program office may then contact the PST firm to obtain/review resumes, select a PST and set a start date.
 - If the estimated value is **more than** \$2500, CASSB will forward it (via fax) to the Administrative Services Division (ASD). ASD will contact PST firms for resumes or bids on the specific needs of the program office. ASD will coordinate the selection process.

What to do after the PST is selected?

4. Once the PST employee has been identified, a signed copy of the ID Request Form should be sent to CASSB to obtain a temporary photo id. CASSB will send a copy of the PST tip sheet (Attachment 2) and flyer (Attachment 3) to the Program Office for distribution to the Agency supervisor. PST's can generally be brought on within 3 working days; however, Program Offices need to allow as much lead time as possible in order to process these requests.
5. The immediate Agency supervisor will be responsible for explaining, assigning, and reviewing work of the new PST, and will sign off on the PST's timesheet (T&A) at the end of each week.

6. The program office will monitor, track, and maintain the timesheets for the PST in an office file. CASSB should be notified when time and/or cost levels are approaching their established limitations.
7. The program office should notify ASD if any overtime is anticipated (**this should be a very rare occurrence**).
8. If a PST is scheduled in advance to be off work for the day, or does not show up for work on a given day, the program office may contact the PST firm directly for a replacement.
9. Should any problems arise with your PST (i.e., irregular attendance, performance and/or conduct issues, etc.), the program office should contact ASD directly. ASD will determine if the contract arrangement should be terminated or will make arrangements for a replacement PST. ASD will serve as the intermediary between the Agency and the PST firm. **DO NOT CONTACT THE PST FIRM DIRECTLY** in these matters.
10. If an extension for PST services is needed beyond the initial 120 workdays, Program Offices must request approval in writing from the Chief, CASSB, HRD, and outline reasons for the extension.

How is the billing for PST services handled?

1. Program office receives and date stamps invoices from PST firms; compares information with timesheets.
2. Program office prepares BPA billing invoices (Form AD-838-D) to charge back the cost of PST's to the Program Offices. The original BPA billing invoice, original invoice from PST firm, and timesheets are sent to NFC **within 7 working days** after the invoices are received. Interest is charged beyond 30 days following receipt.
3. Invoices are charged to the appropriate Program Office's management code noted on the AD-700. The Program Office's management code is noted in Block 13 ("*Accounting Classification*") alongside the billed amount.
4. Program office should update records to record invoice amounts. Provide status reports of expenditures as needed, including end-of-year accounting estimates (Form AD-718).

PROCUREMENT AND PROPERTY BRANCH RESPONSIBILITIES:

A. Establishing and Renewing Blanket Purchase Agreements (BPA's):

1. Prepare new BPA's for each of the PST firms every Fiscal Year, ensuring compliance with Federal procurement laws and the Federal Acquisition Regulation (FAR), as applicable.

Review and/or solicit Program Office feedback and determine whether or not to terminate or renew PST firm agreements each Fiscal Year.

CLASSIFICATION & STAFFING SERVICES BRANCH RESPONSIBILITIES:

1. Upon receipt of the signed AD-700 from the program office, HRD will review the request and discuss other possible, less expensive recruitment and/or placement alternatives (redistributing work, details, temporary promotions, direct hires – students, disability program, welfare-to-work program, displaced employees, veterans, etc.) with the program office. After checking all other sources (CTAP/ICTAP and RPL), if the use of PST services is the only alternative, HRD will approve the request by completing the PST checklist (Attachment 5), initialing off on the AD-700, and forward both documents to ASD (via fax) for processing.
2. On the first day of the PST's employment, he/she will report to HRD between the hours of 9:00am – 10:00am to get their temporary photo ID. Upon receipt of the ID Request Form from ASD, HRD will take the PST to Room S-315 (Subbasement) between the hours of 9:00am - 11:00am for their photo ID.

PROCUREMENT REQUEST INSTRUCTIONS: Agencies must provide entries in unshaded areas. See reverse.	TO: (Procurement Office) USDA,FSIS,OM,ASD,PPB 2-L-184-D, 5601 Sunnyside Ave. Mail Drop 5230 Beltsville, MD 20705-5241	1. REQUESTING OFFICE Office of Management Human Resources Division Classification & Staffing Branch
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2 RECEIVING OFFICE NO.	3 CONTRACT NUMBER <i>(If Applicable)</i>	4 ORDER DATE	5	6 UNIT CODE	7 FUND CODE	8 PURCHASE/DELIVERY ORDER NUMBER	9 SUB.	1A. PROCUREMENT REQUEST NO. HRD-02-001
								1B. DATE 09/11/03

CHECK ONE <input type="checkbox"/> Purchase Order <input type="checkbox"/> Delivery Order	10. TO: (Seller)	11. SHIP TO: (Consignee and Destination) <input type="checkbox"/> INSIDE DELIVERY REQUESTED
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12 LINE ITEM	13 ACT. CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC. LINE	7 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT
01		Private Sector Temporary General Clerk-\$20/hr. JUSTIFICATION: The use of private sector temporary is needed to provide general office and administrative support during the temporary absence of out permanent Secretary, who will be out of the office on maternity leave from 06/03/03-09/30/03. This work is critical in order to maintain the operation of our busy HR office. The duties needed to be performed fall under the General Clerk category. The desired tour -of-duty is 8:00am-4:PM. <i>For additional information, please contact:</i> <div style="display: flex; justify-content: space-between;"> <u>Vicky Brewer</u> <u>202-720-6671</u> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> TECHNICAL CONTACT TELEPHONE NO. </div>			13	wks	\$800.00	\$10,400.00

21 FOB POINT	22 DISCOUNT TERMS	Sub-Total ▶	25 \$10,400.00
23 REQUIRED DELIVERY (Do not use ASAP) 06/03/02	23A NEGOTIATED	24 SHIP VIA	26 ESTIMATED FREIGHT
TOTAL ▶			27

28 ACC. LINE	29 ACCOUNTING CLASSIFICATION					30 DISTRIBUTION	31 AMOUNT		
	A	B	C	D	E				
2	5	10	5	3	4	1	4	1	2
						7	2400	3	2

RECOMMENDED SOURCE(S) (If necessary, use attachment)	I certify that the above items are necessary for use in the public service. TITLE Chief ,Classification and Staffing Services Branch SIGNATURE OF AUTHORIZED REPRESENTATIVE
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**USE OF PRIVATE SECTOR TEMPORARIES
TIP SHEET**

PERMITTED USE OF A TEMPORARY HELP SERVICE:

- *Temporary periods of employee absence (LWOP, sick leave, maternity leave, etc., not vacations or other non-compelling circumstances); OR*
- *Temporary periods of critical work that cannot be delayed; **AND** when the need cannot be met within the required timeframe through:*
 - Current employees (i.e., redistributing work, details, or temporary promotions); OR
 - Direct appointment of temporary employees (students, welfare-to-work program, disability program, etc.); OR
 - an Applicant supply file; OR
 - the Remployment Priority List (RPL); OR
 - Disabled veterans with a compensable service-connected disability of 30 percent or more

PROHIBITED USE OF A TEMPORARY HELP SERVICE:

- In lieu of the regular recruitment and hiring procedures for permanent appointments; OR
- To displace a Federal employee; OR
- To circumvent controls on employment levels (e.g. hiring freezes or ceiling levels were insufficient); OR
- In lieu of appointing a surplus or displaced Federal employee; OR
- To create an employer-employee relationship

TIME LIMITS ON USE OF A TEMPORARY HELP SERVICE:

- May be used up to an initial 120 workdays;
- Extensions may be made under compelling circumstances for up to an additional 120 workdays, for a maximum of 240 total workdays;
- Can use the same/particular individual for up to 240 workdays within a 24-month period beginning the first day of assignment only when the Agency has determined that using the services of the same individual for the same situation will prevent significant delay;

**NOTICE TO FSIS SUPERVISORS
OF A
PRIVATE SECTOR TEMPORARY (PST)**

Time & Attendance Record (T&A):

- ◆ *FSIS Supervisors (**NOT** Secretaries) are required to certify the PST's T&A at the end of each week. However, it is the responsibility of the PST to provide a copy to their employer, the PST firm.*
- ◆ *The hours worked must be tracked by the program office to ensure the invoice is correct and that the time limits for the use of a temporary do not exceed 120 work days (240 work days if extension is approved by CASSB)*
- ◆ *Copies of the PST's T&A should be maintained by the program office.*
- ◆ *Please let ASD know of any anticipated overtime (**this should be a very rare occurrence**).*
- ◆ *PST's are obligated to phone in any leave requests to their employer, the PST firm. The PST firm is responsible for notifying the FSIS Supervisor if their employee will not be able to attend work. If the PST doesn't show up for work on a given day, the FSIS Supervisor should contact the PST firm for a replacement.*

Building Pass:

- ◆ *The Human Resources Division (HRD) contact (Ms. Vicky Brewer) will coordinate with the Administrative Services Division contact (Ms. Janet Elm) to arrange for the PST's temporary building pass. The PST should report to HRD (Vicky) on their first day between the hours of 9:00am – 10:00am.*

- ◆ *At the end of the PST work period, the temporary building pass and any office keys should be returned to the FSIS Supervisor. **Caution should be taken by the FSIS Supervisor to limit PST access to work-related files, offices, etc.***

Services:

- ◆ *If the PST is not adequately providing the services you requested as indicated on the AD-700 request, please don't hesitate to contact ASD for a replacement PST. **DO NOT CONTACT THE PST AGENCY DIRECTLY**; ASD will work directly with the contractor.*
- ◆ *We ask that you evaluate the quality of service for each PST at the end of their work period, and provide comments (via e-mail) to ASD for review and evaluation. ASD may periodically ask you for your comments to determine whether or not to renew a PST firm for use.*

Billing:

- ◆ *Services provided by the PST will be billed back to your appropriation code at the end of each month.*

Contacts:

Ms. Janet Elm

Administrative Services Division (ASD), Maildrop 5230

Beltsville, MD

Phone: (301) 504-3993

Fax: (301) 504-4276

Ms. Vicky Brewer

Human Resources Division (HRD), Room 3144-S

Phone: (202) 720-6617 Fax: (202) 720-5124

s:\Private Sector Temps\PST flyer.doc

Attachment 4

GSA FEDERAL SUPPLY SERVICE SCHEDULE # 736 III PRIVATE SECTOR TEMPORARY SUPPORT SERVICES – CLERICAL & PROFESSIONAL

Below are the 3 different classes of clerical support occupations most commonly utilized within FSIS for private sector temporary (PST) employees. When in need of PST services, please indicate of the AD-700 which occupational class you need. If the type of work you need performed is not indicated in the 3 occupational classes listed below, please include on the AD-700 what duties you need performed and we'll work with the vendor to identify an occupational class that meets your needs. (The prices below subject to change. Those noted below provide a general range of what to expect)

GENERAL CLERK - \$12.81 - \$18.64

Performs clerical duties requiring limited knowledge of systems and procedures, copies information from one record to another, proofreads records or forms, sorts and files records, and counts, weighs or measures material. Writes, types, or enters information into a computer, prepares correspondence, bills and statements, performs photocopying, and addresses and stuffs envelopes. Answers telephone, conveys messages, distribute mail, and runs errands.

RECEPTIONIST - \$14.10 - \$18.69

Receives callers and directs them to their destination, recording names, time of call, nature of business, and person called. May type memos, correspondence, reports, and other documents. May make appointments and answer inquiries. May collect and distribute mail and messages.

CLERICAL SECRETARY - \$16.90 - \$32.87

Schedules appointments, relays information, arranges travel, greets visitors, performs general clerical work, administrative duties, and word processing functions, composes, types, and routes

correspondence, copies material and handles mail, files, and answers phones. May perform dictation or shorthand, or utilize a dictaphone.

Attachment 5

Private Sector Temporary (PST) Human Resources Division Checklist

Requesting Organization: _____

AD-700 Number and Date: _____

Human Resource Certification of Appropriate Use

- The PST is being requested for one of the following reasons:
(check one)
 - An employee is absent for a temporary period because of a personal need including emergency, accident, illness, parental or family responsibilities, or mandatory jury service. This does not include vacations.
 - The Agency has a critical need to carry out work for a temporary period, which cannot be delayed. A critical need is a sudden or unexpected occurrence; an emergency; a pressing necessity; or an exigency. Such occasions are characterized by additional work or deadlines required by statute, Executive Order, court order, regulation, or formal directive.
- The need cannot be met with current employees or through the direct appointment of temporary employees within the time available by the date, and for the duration of time, help is needed.
- The PST is not being used to circumvent controls on employment levels.
- There are no qualified candidates in the applicant supply file, or on the reemployment priority list available for the time period identified.
- There are qualified disabled veterans with a service-connected disability of 30 percent or more under 5 U.S.C. 3112, who are immediately available for temporary appointment of the duration required.
- Other employees cannot be reassigned or detailed without causing undue delay in their regular work.
- The PST is not being used in lieu of regular recruitment and hiring procedures for permanent appointment in the competitive civil service.
- The PST is not being used in lieu of appointing a surplus or displaced employee under ICTAP or CTAP regulations.

Human Resources Approval

Date