



Legislation Text

File #: 2022-0195, **Version:** 0

Title

Temporary Human Resources Staffing Services

History

The workload in the Village's Human Resources Department has historically been heavy. Currently, it is operating with an Interim Human Resources Director as a result of vacancies.

Qualified temporary staffing is critical at this time to keep the department in a position to meet the Village's daily obligations to managers, employees, and external customers, and to keep major time sensitive projects on track. Staff contacted numerous temporary staffing agencies, and one company was able to provide candidates to meet the current needs of the Village is HR Philosophy, LLC (HR Philosophy). HR Philosophy has identified two (2) temporary human resources staff with the experience required to assist the department.

Paula Wagener, former Human Resources Analyst, has also offered to assist the department. Prior to resigning, she assisted with payroll entry, support for benefits, leave, retiree, OSHA issues, and other human resources projects. As a consultant, she would continue to assist the Human Resources Department in those areas.

Due to this immediate need, staff seeks approval to secure these temporary employees identified by HR Philosophy from January 18, 2022 through December 31, 2022, at a rate of \$51 per hour, for 40 hours per week. Staff also seek approval of a professional services agreement with Paula Wagener for human resources services from February 21, 2022 through April 29, 2022, at a rate of \$60 per hour, with a maximum of 40 hours per week, with an option to be extended on a bi-weekly basis to December 31, 2022.

Financial Impact

Funds will be available in account number 010-1101-442500 as part of the next planned budget amendment, and expenses will be offset by the savings realized during the vacancy period for the Human Resources Director and Assistant Human Resources Director positions.

Recommended Action/Motion

I move to approve the Agreement for temporary staffing services with HR Philosophy, LLC for two (2) temporary employees for the Human Resources Department, at a rate of \$51 per hour, for 40 hours per week per temporary employee, from January 18, 2022 through December 31, 2022;

AND

I move to approve the professional services agreement with Paula Wagener for human resources services from February 21, 2022 through April 29, 2022, at a rate of \$60 per hour, with a maximum of 40 hours per week, with an option to be extended on a bi-weekly basis to December 31, 2022;

AND

Approve and authorize the Village Manager to execute said agreements, subject to Village Attorney review.