



## Legislation Details (With Text)

**File #:** 2019-0656    **Version:** 0    **Name:** Temporary Human Resources Staffing Services  
**Type:** MOTION    **Status:** PASSED  
**File created:** 8/30/2019    **In control:** Board of Trustees  
**On agenda:** 9/3/2019    **Final action:** 9/3/2019  
**Title:** Temporary Human Resources Staffing Services  
**Code sections:**  
**Attachments:** 1. Agreement

Date	Ver.	Action By	Action	Result
9/3/2019	0	Board of Trustees		
8/30/2019	0	Village Manager	INTRODUCED TO BOARD	

Title  
Temporary Human Resources Staffing Services

### History

The workload in the Human Resources department has historically been heavy. In 2019, the workload has continued to increase at substantial pace to meet many new village-wide initiatives including the selection and implementation of a new Human Capital Management System (HCM), the administration of the retirement incentives, increased recruitment resulting from the retirement incentive programs, performance & compensation management, collective bargaining and other key initiatives. In addition the department staffing challenges include a full-time retirement, new employee training and onboarding for a new part-time human resources staff filling a four month vacancy due to promotion, and starting in September a temporary human resources staff leave of absence.

A qualified temporary employee is critical at this time to keep the department in a position to meet our daily obligations to managers, employees, and external customers and to keep major, time sensitive projects on track. We are at a critical stage in the HCM implementation and are required to maintain both the new system and our current payroll system; analyze and design workflows and processes for payroll, benefits and timekeeping and scheduling; test; and participate in training and coordinate the training of others. The implementation schedule projects October 4, 2019 as the go live date for HR and payroll. Staying on track is important to reduce the amount of dual system maintenance and for open enrollment in November.

HR is working with staffing agencies specializing in human resources staffing to identify and secure a temporary HR professional to assist with dual system maintenance work required for the HCM implementation as well as will assume responsibilities from other HR team members during a staff members leave of absence as well as to catch up on backlogged work which will provide the necessary time for staff to focus on time sensitive strategic projects. At this time GovTemps has identified a candidate with municipal HR experience who we will interview on September 3, 2019.

Due to this immediate need, staff seeks approval to secure a temporary employee by mid-September 2019 for a twelve week period. Based on the initial quotes, the total costs for a 12 week period is expected not to exceed \$27,000.

**Financial Impact**

Funds are available in the general fund.

**Recommended Action/Motion**

I move to approve the Village Manager to enter into an employee leasing agreement for temporary staffing services, to hire an experienced temporary human resources professional for 40 hours a week for twelve weeks not to exceed \$27,000.