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**808.44 SUBJECT: ADMINISTRATIVE SERVICES ASSISTANCE PROGRAM (ASAP)**

:1 OBJECTIVE:

To provide temporary support services to City Departments by individuals who are available to work on short term and/or special assignments, utilizing administrative staffing pool persons on-call to perform various types of staffing needs to allow continuation of City operations at desired levels of efficiency during times of specific need, peak work load periods, vacations, or temporary staff vacancies.

:2 AUTHORITY:

This procedure amended by City Council August 16, 2010, Item A2.

:3 DIRECTION:

The Chief Administrative Officer (CAO) or designee, as an appointed official, serves at the pleasure of, and receives direction from the Mayor.

:4 METHOD OF OPERATION:

A. *Human Resources Division*

1. The Human Resources Division will maintain a resource of qualified applicants to be referred to units requesting temporary on-call services. Preference will be given to individuals with prior City government experience. The work schedule for an on-call participant may exceed 40 hours per week, and all hours over 40 will be paid at a rate of time and a half per hour for non-exempt positions. An on-call participant may be terminated for any reason with no appeal rights.
2. The Human Resources Division will recruit, screen, and give the appropriate tests for on-call participants. The on-call list will include copies of Employment Applications from individuals who are willing to accept temporary employment and from those who are interested in a part-time temporary position. On-call participants are not eligible for City benefits but will be covered by Workers' Compensation and such other items as may be required by law.

B. *Departments*

The appropriate supervisor will complete an "ASAP Request Form" and forward it to the Human Resources Division. Cost of services will be charged to the user program, which will be responsible for completing necessary forms (e.g. ASAP time sheets, performance evaluations) for transmittal to the Human Resources Division.

C. *Procedures*

ASAP services may be requested by submitting an ASAP Request Form at least three (3) days before a scheduled workday. Forms should be routed through the requesting department and to the Budget Office for review and funding verification and approval. Emergency situations will be handled on an individual basis. User programs may initiate a change, cancel a work order, place an on-call individual or

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extend an assignment by calling the Human Resources Division Manager. On-call participants will be paid bi-weekly. User programs must submit the ASAP Time Sheets to the Human Resources Office by 10:00 a.m. on Friday or immediately upon completion of the on-call assignment. The Human Resources Division will input ASAP time sheet information into the time and attendance system for Payroll. An on call participant will be paid at hourly rates as may be established from time-to-time working in consultation with and as approved by the Human Resources Division and, Budget Division. Performance reviews will be used to monitor the performance of on-call participants. The user program will complete a Performance Evaluation for ASAP individuals at the end of each assignment. If a participant's performance is unsatisfactory at any time during the assignment, the Human Resources –Division Manager should be notified immediately so a decision may be reached with the appropriate supervisor regarding same.

:5 FORMS:

ASAP Request Form.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

Procedure adopted by City Council February 19, 1990, Item 10A-4; amended April 19, 1993; amended October 23, 2002, Item 2-HH; amended September 15, 2003; amended August 9, 2004, Item A4 (changed policy from section 141.6); amended August 16, 2010, Item A-2.

:8 EFFECTIVE DATE:

This procedure effective August 16, 2010.