



Louisiana
SCS
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DATE: February 25, 2016

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: New Westaff Contract for Temporary Staffing Services

The State of Louisiana has entered into a new contract with Westaff for the use of private sector temporary employees. Use of this contract is one of several ways an agency may meet its temporary staffing needs. Sub-professional work in four areas is included under the contract: 1) Office/ clerical, 2) Trades/maintenance, 3) Custodial, and 4) Food service. **Use of other such temporary firms to provide the services listed above is a violation of the state contract and Civil Service Rule 1.40.02.**

Agencies may use Classified WAE and Job Appointments for such purposes, whether or not they choose to use Westaff temporary employees. However, should the agency decide to utilize Westaff for temporary staffing services, no individual Westaff temporary employee may work over 680 work hours in a 12-month period (includes those employees who started work on the previous contract), in accordance with SCS Rule 23.7(b). These hours may be worked continuously or intermittently.

Westaff has an established a web site for use by state agencies – www.westaff.com/louisiana. After accessing that web site, the user is asked to enter a user name and password. For your information, **the user name is louisiana** (lower case) and **the password is westaff** (lower case). Information at this site includes the following:

1. Authorized Signature Form (the first thing an agency needs to complete if it has not previously used a Westaff temporary employee);
2. List of Westaff offices, contact names, phone and fax numbers, and e-mail addresses statewide;
3. Requisition form to "order" a temporary employee;

4. Various jobs the temporary employee can be hired to perform and job descriptions for each;
5. Bill rates for the different job titles in different regions of the state; and,
6. Evaluation form to be completed for each temporary employee.

Please keep in mind the following important information:

1. New [billing rates](#) will be effective for work performed on and after February 29, 2016. These billing rates will apply to both work performed on February 29th and after by temporary employees who began working prior to February 29th, as well as work by temporary employees who are hired on or after February 29th.
2. It is necessary for agencies to complete new requisition forms for the temporary employees listed above in number 1. The form can be found on the Westaff website. Please complete the form indicating the new billing rates and either e-mail it or fax it to the local Westaff office.
3. Agencies must pay Westaff bills no later than 30 days after they are billed.
4. State employees who sign time cards (record of time worked) for temporary employees are responsible for the accuracy of this document, which will determine the temporary employee's pay and the agency's billing for this service. Special care should be given to sign the card only when the total time worked is certain. Agencies are encouraged to use electronic methods to send timecards.

To ensure ease of access to the Westaff website, Westaff will launch a mobile friendly Web Portal ICON that can be pinned to the agency user's home screen. This site will launch on February 29, 2016, with the new rates and information. The Web Portal will be housed on the Westaff website at www.westaff.com/louisiana.

We urge agencies to refer to the Westaff web site for information and to contact Westaff at 225-791-5650 if you have any questions regarding use of the contract services they provide. If you have questions regarding Civil Service regulation of this contract, please contact the Employee Relations Division at 225-342-8274.

Sincerely,

s/Byron P. Decoteau, Jr.
Director