

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

December 30, 2010

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General Circular 1826

To: Heads of State Agencies and Human Resource Directors

Subject: New Westaff Contract for Temporary Staffing Services

Issue Date: December 30, 2010

NOTE: Please see below important information on pricing changes effective January 1.

The State of Louisiana has entered into a new contract with Westaff for the use of private sector "temps." Westaff has had such a contract with the state since 1998. 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.**

Of course, agencies may use restricted and job appointments for such purposes, whether or not they choose to use Westaff temps. No individual Westaff temp may work over 680 work hours in a 12-month period (includes those employees who started work on the previous contract). These hours may be worked continuously or intermittently, but under no circumstances may an individual temp work over this limit.

Westaff has 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 temp);
2. List of Westaff offices, contact names, phone and fax numbers, and e-mail addresses statewide;
3. Requisition form to "order" a temp;
4. Various jobs the temps 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 temp.

Other information at this [website](#) includes a PowerPoint presentation, which gives an overview of Westaff services, capabilities and office locations. Use the login instructions in the paragraph above to log on and view the presentation.

Please keep in mind the following important information:

1. New [billing rates](#) will be effective for work performed January 1, 2011 and after. In almost all cases, these rates will be lower than the previous ones. These new billing rates apply to: a) work performed on January 1 and after by temps who began working prior to January 1, and b) those who are hired on or after January 1.
2. Because of these new rates, it is necessary for agencies to complete new requisition forms for the temps listed in #1 above. The new form can be found on the Westaff web site. 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 their Westaff bills no later than 30 days after they are billed.
4. State employees who sign temps' time cards (record of time worked) are responsible for the accuracy of this document, which will determine the temp'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. Please confirm the following for each time card:
 - Total the time card when you sign it. Circle this total.
 - Sign the time card only after all hours are worked. Please do not sign the cards prior to time worked.
 - Deduct time for lunch when lunch is taken.

- Draw a line through any day not worked.
- Initial any alterations, such as cross-outs on the time card.

Note: Agencies are encouraged to use electronic methods to send timecards.

We urge agencies to refer to the Westaff web site for information and to contact the nearest Westaff office 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 **Makayla Weber-Harris** in our Program Assistance Division at 225-342-8274

Sincerely,

s/Shannon S. Temple
Director