



1415.5: Emergency Staffing

Emergency staffing may be necessary in certain situations such as strikes, plant closings, natural disasters, etc., which may cause a sudden and large caseload increase. Emergency staffing because of short-term staff shortages of 6 months or less, for reasons such as maternity leave or extended sick leave, are also allowed upon approval of the DHS LOA and Regional Office staff.

Emergency is defined as a sudden increase in cases, which occurs within any given 30-day period. Additional staff may be hired for part or full-time work. Since the emergent or temporary employee is hired to meet a temporary situation, the need for such an employee shall be evaluated no later than 60 days following initial employment. Continued allowance of such employees is dependent upon total caseload, and requires approval of the DHS Bureau of Operations Support.

The following guidelines apply (assuming the Unit is not currently over staffed):

1. For employee units ranging from one through 3, authorization to hire a temporary employee may be given for each 20 cases approved for assistance over and above their usual monthly caseload figure.
2. For units of 4 or more employees, emergency employees may be hired for each additional 15% caseload increase.