



DEPARTMENT OF ADMINISTRATIVE SERVICES

450 Columbus Boulevard, Suite 1501, Hartford, CT 06103

DATE: February 3, 2023

RE: General Letter No. 220 – Temporary Personnel Services

PURPOSE

Section 4a-51 of the Connecticut General Statutes provides the authority for the Commissioner of Administrative Services to contract for all supplies, materials, equipment and contractual services required by state agencies.

In the past the most common reasons for authorized use of temporary services involved major construction and special projects; coverage during employee absences such as approved leaves of absence, illness, vacation or workers' compensation; or severe work backlogs.

This General Letter supersedes the General Letter on this same topic dated November 25, 1991.

SCOPE

This General Letter applies to all classified employees in the Executive Branch under the jurisdiction of the Department of Administrative Services.

REQUIREMENTS

The following criteria will be used in reviewing requests for temporary agencies:

1. –Requests for temporary service due to the absence of a regular employee

Requests for temporary service due to the absence of a regular employee must be carefully documented. Supporting documentation should include the reason for and the anticipated length of the employee absence, the nature of the emergency, and the reason why an internal reassignment or the use of the retiree pool could not relieve the situation. Scheduled vacations should be a routine part of staffing considerations. Requests to fill in for vacation periods will not be approved.

For extended absences (in excess of two months), agencies are urged to establish a temporary position. In critical cases, temporary service personnel may be allowed during the interim period while the temporary position is being established.

For cases involving workers' compensation or leaves of absence without pay (with position held), durational appointment or the use of the retiree pool is encouraged.

2. –Requests for temporary service pending position refill approval

Requests for temporary service pending approval of position refill shall be reviewed on a case-by-case basis. Verification with the Office of Policy and Management regarding the status of the pending Form **300/200** will be made. Agencies are encouraged to reassign duties among existing personnel and to assess the impact on service delivery if approval during the interim is denied.

If refill authorization is denied by OPM, no extension(s) of the temporary service assignment shall be granted.

3. –Requests for temporary service to accommodate major construction or special projects

Staffing requests for projects in excess of six months will be reviewed to consider the feasibility of establishing permanent positions. Should a long-term contract be deemed necessary, the agency will be advised to pursue the established bid process.

OTHER

Please contact the assigned DAS HR Professional or DAS HR Policy and Information Systems Unit for questions regarding this policy.