



*"Service with Excellence
and Integrity"*

Arkansas Department of Community Correction

Two Union National Plaza Building
105 West Capitol, 2nd Floor
Little Rock, Arkansas 72201-5731
(501) 682-9510 Fax: (501) 682-9513

ADMINISTRATIVE DIRECTIVE: 06-10

**EXTRA HELP AND
TEMPORARY EMPLOYEES**

TO: DEPARTMENT OF COMMUNITY CORRECTION (DCC) EMPLOYEES

FROM: G. DAVID GUNTHARP, DIRECTOR

SUPERSEDES: NONE

APPROVED: Signature on File

EFFECTIVE: JUNE 5, 2006

- I. APPLICABILITY.** This policy applies to all supervisory staff with hiring authority.
- II. POLICY.** It is the policy of the Department of Community Correction (DCC) to only allow extra help and temporary personnel when justification and funds are available.
- III. RESPONSIBILITIES.**
 - A. The requesting supervisor will submit a request, justification and number of hours to the Director through the established supervisory approval process. Approved requests will be forwarded to the Deputy Director of Administrative Services to determine the availability of funds. When funds are available, the Deputy Director of Administrative Services will forward the approved request to the Human Resources Administrator.
 - B. The Human Resources Administrator will notify the requestor of the availability of an Extra Help position or return the request to the requestor advising that a position(s) is not available.
 - C. Before making an offer of employment for an Extra Help position, the requesting supervisor will interview the applicant, check employment and character references, obtain a favorable NCIC/ACIC check, and if hired, forward the start date and necessary papers (including but not limited to, employment application, employment and/or character checks, NCIC/ACIC results, INS forms, W-4) to HRS.
 - D. In case of an emergency, the Director may waive any and all of the above steps. In emergencies, personnel may be hired from a temporary employment service using procedures identified by the Deputy Director of Administrative Services and with the Director's approval.