

1046.0.0 EMERGENCY HIRES

1046.0.1 This establishes Department of Human Services (DHS) policy and procedure regarding short term emergency hires that for the maintenance of essential services to clients and the public may be made without regard to other provisions of hiring policies.

1046.0.2 This policy is applicable to any regularly authorized position determined by the DHS Director/designee to be critical to the provision of services and internal operations. "Critical" is defined to mean that if the position is left vacant for an extended period of time, services will be disrupted to the point that the safety or welfare of clients or the public will be placed in jeopardy or the continued provision of services will require additional expense in the form of compensatory time. Documented justification for the emergency hire must be provided in each instance.

1046.1.0 Emergency Hire will be Approved only on Rare Occasions

It is the policy of DHS to ensure equal opportunities in the recruitment and selection for all DHS jobs. Therefore, emergency hire, without the benefit of minimum advertising, is the least desirable method of filling positions and will be approved only on rare occasions. This method should be used only when the delay from the minimum advertising period will have an immediate effect on public peace, health and safety. The requesting division/office must provide substantial and specific justification detailing the situation that constitutes an emergency.

1046.2.0 Conditions for Emergency Hire

1046.2.1 Emergency hire cannot exceed the amount of time necessary to satisfy advertisement requirements and complete the selection/placement process. In no event can the emergency hire exceed six (6) months.

1046.2.2 The position must be vacant with freeze requirements satisfied (freeze exempt or freeze approval obtained).

1046.2.3 The job offer is contingent upon the emergency hire candidate passing a pre-employment drug screening test. (See DHS Policy 1087, DHS Employee Drug and Alcohol Prevention)

1046.2.4 Criminal and maltreatment history checks may be required, depending on the position. (See DHS Policy 1080, Employment Disqualification: Criminal & Maltreatment History Checks)

1046.2.5 The emergency hire candidate must complete employment disclosures.

1046.2.6 The emergency hire candidate must complete a state application and meet minimum qualifications as specified on the State Job Specification.

1046.2.7 The emergency hire candidate must sign a written DHS 1105, Employment Agreement (available on DHS Gold) that clearly specifies the hire is temporary and if the candidate

desires to seek the position as a regular employee he/she must compete with all other applicants for the position.

- 1046.2.8 If the position is ultimately filled by a candidate other than the emergency hire, a separate freeze approval must be requested if the position is non-freeze exempt.
- 1046.2.9 Credit for experience in the emergency hire status will not be given to the emergency hire when applications are pre-screened to determine the certified list of eligibles (initial ten applicants referred for interview).
- 1046.2.10 The emergency hire may be internal (DHS employee) or external (Non-DHS employee). However, DHS employees must understand that to accept an emergency hire position will mean they must resign from their current position.

1046.3.0 Responsibilities

- 1046.3.1 The DHS Director/designee will approve all requests for emergency hire, assure Employment Agreements are executed, and certify that the qualifications of the applicant meet the minimum qualifications as stated on the classification specification.
- 1046.3.2 The Office of Finance and Administration (OFA) Personnel Office or applicable Institutional Personnel Office staff must certify that the candidate meets required minimum qualifications. Verbal approval followed by written verification is permissible.
- 1046.3.3 Emergency hire requests will be submitted to the OFA Office of Personnel Classification and Compensation Unit and will include:
- Emergency Hire Request Form (OPM Form 090) (located on DHS Gold in the DF&A Office of Personnel Management Policy & Procedures Manual)
 - Completed State Application
 - Detailed Justification

1046.4.0 Originating Section/Department Contact

Office of Finance and Administration
Human Resources/Support Services Section
Policy and Administrative Program Management
P.O. Box 1437/Slot Number W403
Little Rock, AR 72203-1437
Telephone: 682-5835

Replacement Notation: This policy replaces DHS Policy 1046 dated October 3, 1988.