

Memorandum

TO: All State Agencies and Political Subdivisions

FROM: Jo Ann Adkins, Senior Buyer
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SUBJECT: Temporary Service Contracts

All releases for temporary workers shall be issued by the WV state agency requiring a temporary worker. The state agency must send a WV-39 to the temporary agency. A waiver from WVARF must be included if the WV-39 is to a temporary agency other than WVARF.

Read the entire specifications and the contract to understand all the rules of this contract.

The 1,000 hour limit for any temporary worker continues in force. This 1,000 hour limit is in any 12-month period. The clock shall not start over at the beginning of the calendar or fiscal year, unless that is the anniversary date for the temporary worker.

The three low bidders for each classification in each region were awarded contracts. The synopsis chart lists all awards made. Only the classifications shown for each vendor may be supplied under this contract.

TEMP07A covers all temporary services from the West Virginia Association of Rehabilitation Facilities (WVARF). WV state agencies are required to contact WVARF for all temporary requirements. WVARF shall provide a waiver on that position(s) if WVARF is unable to fill your request within 48 hours (24 hours in an emergency situation). WVARF has requested you contact their office via fax at (304) 766-4607 using the attached forms – one covering new requests and one to make changes in any current assignment that WVARF has provided your agency.

Agencies with current temporary workers shall continue at the rate covered by the release in force until the end of the authorized release period. If a WV state agency requires temporary worker to continue after that release period ends, a

new release against the new temporary contract shall be issued. If the temporary worker has remaining hours under the 1,000 limit, the WV state agency may issue a WV-39 against the new contract without contacting WVARF for an additional waiver. The waiver provided at the beginning of that assignment shall suffice.