I. Policy

The Division of Human Resources maintains a limited pool of temporary employees (floaters) with administrative and clerical skills who may be assigned to Columbia campus departments in times of unusual or temporary need. Departments are billed for their use of floaters in quarter-day increments.

A. The Division of Human Resources is responsible for the administration of the Floater Services and observes the following priorities in assigning floaters to substitute for:

1. Permanent employees on extended leave due to illness, injury or maternity
2. Permanent employees on short-term sick leave
3. Vacancies in permanent slotted positions

4. Periods of heavy workloads or seasonal needs for additional staffing.

B. The priorities listed above, the need and size of a department and other seasonal requirements are considered when assigning floaters.

C. Floaters may be reassigned from one department to another to fill short-term requests or requests of a higher priority.

II. Procedure

A. Requesting a Floater

1. The department sends a Request for Floater Assistance (Form P-100) to the Division of Human Resources when a floater is needed.

2. The department will be notified of the availability of a floater as soon as possible after the request is received.

B. Charges for Floaters

1. Departments will be charged a flat rate in quarter-day increments for the time the floater works in the department.

2. Floater services are billed once a month.

3. The rate charged for floaters will be adjusted as needed in order to cover the expense of providing this service.

III. Reason for Revision

Policy updated to reference the Division of Human Resources rather than the Office of Professional Development