

SAM - BUDGETING

TEMPORARY HELP OR OVERTIME BLANKETS

6518

(Revised 11/2018)

Temporary help blanket positions are for short-term or intermittent uses when it would be impractical to use permanent positions. Blanket positions are intended to be used for temporary, seasonal, or intermittent workload, whereas permanent positions are normally used for longer-term, more permanent, staffing needs. Any type of blanket position must be paid from the approved budget appropriation authority at the discretion of the department. Blanket authorizations in the approved budget must be reviewed annually or established by the submission or approval of STD. 607 in accordance with the provisions of SAM Section 6527 and Control Section 31.00. Continuing monthly or periodic payments may not be made to any person for an indefinite period (on a permanent basis). Employees, who are employed on a full year basis, whether full-time or part-time, should be paid from an authorized position rather than a blanket authorization. Temporary help blankets may be used for the following purposes.

- **Position overlaps.** This includes filling behind:
 1. Employees on temporary or extended leaves of absence, sick leave, military leave, etc.
 2. An employee for training purposes. This may be necessary for the continuity of operations when an employee in a key role leaves a department.
 3. Payment to a separating employee for unused, accrued leave.
- **Employment of limited duration or intermittent use.** Such usage would include, but not be limited to, the hiring of additional employees for the following uses:
 1. Special consultant studies.
 2. Student assistants.
 3. Special projects or contracts of a limited nature such as compilation of statistical data or purge of files.
 4. Seasonal workload such as processing income tax forms, or inspection of produce before shipment.
 5. Overtime peak workloads that are anticipated in program and administrative areas.
 6. Special uses may be established for blankets to keep track of funds expended for limited purposes such as escapes and emergencies and other differentiations meaningful to the department.

(Continued)

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6518 (Cont.)

(Revised 11/2018)

(Continued)

Overtime blankets are authorizations used to pay employees for compensable, authorized time worked in excess of the regularly scheduled workweek. At the discretion of the department and in accordance with personnel rules of the salary setting authority, overtime may be used in place of temporary help to meet peak workload requirements where feasible and economically advantageous.

If a temporary help blanket has been established, but an overtime blanket has not, it may be more economical to make minor payments for overtime of short duration from the temporary help blanket than to establish a separate overtime blanket for a relatively small total amount.

Department of Finance approval is required for the establishment of a permanent position from a blanket authorization.