

Public Health Reserve Corps – Employee and Supervisor Agreement

This agreement is between the Public Health Reserve Corps (PHRC) volunteer and the home department supervisor. The purpose of this agreement is to detail their responsibilities during the volunteer's deployment to the PHRC.

The employee:

1. Received approval from the home department and home department supervisor to participate in the PHRC.
2. Completed required PHRC documents and trainings.
3. Will be available within seven (7) days of notice to be deployed to the PHRC for emergency response work for a maximum of two 90 calendar day deployments within a 12-month period. If the employee takes a leave of absence or scheduled vacation totaling five (5) or more business days, the employee understands that this time shall not count towards the maximum of 90 calendar days.
4. Will not perform any work during deployment that is unrelated to the PHRC, except for home department mandatory trainings. The employee will seek and receive approval from the PHRC supervisor to allocate time to the mandatory trainings in advance of taking them.
5. Will be available to assist any county or municipality, CDPH, or other state departments.
6. Will record time in the timekeeping portal and submit monthly timesheets for approval.
7. Will communicate with the PHRC supervisor and home department supervisor when requesting time off.

The home department supervisor:

1. Approves the employee's participation in the PHRC.
2. Will allow the employee time to complete online trainings required by CDPH prior to deployment.
3. Will communicate with the employee periodically for updates.
4. Will coordinate and collaborate with the PHRC staff on personnel matters, e.g., reasonable accommodations requests and performance management concerns.
5. Will work in coordination with the PHRC supervisor on reviewing the employee's monthly timesheets.
6. Will communicate with the PHRC supervisor of employee's approved time and leave requests.
7. Has verified the employee is not in a special funded position requiring a specific scope of duties to be performed (this is cause for immediate denial).
8. Has verified the employee has passed and is not currently serving a probationary period (probationary employees will not be accepted into the PHRC).

We agree, to the best of our ability, to uphold the guidelines specified in this agreement.

Employee Name

Employee Signature

Home Department
Supervisor Name

Home Department
Supervisor Signature