



HR Highlights November/December 2021

Information Technology Contingent Labor Program Implements a Contingent Worker Code of Conduct

The Virginia IT Agency's state contract for IT contingent labor (ITCL) provides state agencies and other public bodies in the Commonwealth a procurement vehicle to obtain hourly resources to augment their staffs and support delivery of IT projects.

A new contract was awarded to Computer Aid, Inc. (CAI) in June. Transition activities are currently underway to implement the new contract on January 1, 2022.

As a part of this new contract, VITA will be implementing a new onboarding requirement, the [ITCL Contingent Worker Code of Conduct](#). The Code of Conduct outlines expectations for ethical and professional conduct for all contingent workers engaged through the ITCL contract.

CAI has included the requirement for compliance in their subcontractor terms and conditions. All resources engaged through ITCL will be required to review and sign the Code of Conduct as part of the onboarding process and before beginning their engagement. Agency managers will be able to access and download the signed document from the candidate's record in VectorVMS (the central repository for all ITCL program data).

VITA is requesting human resource managers' support to encourage use of the Contingent Worker Code of Conduct as the sole onboarding document for contract workers through the ITCL program within their agency. Contingent workers should not be asked to sign documents used for state employees.

Please direct feedback you may have to SCMInfo@vita.virginia.gov.