

**SUBJECT: TEMPORARY AGENCY APPOINTMENTS**

**DATE: July 2007**

## **I. PURPOSE / DESCRIPTION**

Temporary Agency appointments are available for short-term department needs to provide workforce coverage. This coverage may apply when a hiring department has a special project, needs coverage for a classified worker who is on leave, or as a solution until a permanent hire can be made.

A temporary agency worker can be employed by a single department on campus for a maximum of 90 days.

Bargaining agreements play a part in whether or not work can be contracted out to temporary workers.

Presently, a contract is in place which allows hiring departments to hire temporary workers in the following classifications: Administrative Support Assistant I and II, Administrative Support Coordinator I and II, Administrative Analyst/Specialist – Non-exempt, Accounting Technician I, Accountant I and II, and Information Technology Consultant Foundation and Career.

A temporary agency worker is employed by the temporary agency and is not a San José State University employee. Therefore, they are paid by the temporary agency employing them and receive benefits, if any, from the temporary agency.

Salaries have also been contracted with the temporary agency. The fee charged by the temporary agency is a higher hourly wage than what is received by the temporary worker. No salary negotiation is available.

The temporary agency does skills assessment and background checking of its employees. Therefore, interviewing and reference checking is optional.

The temporary agency will invoice San José State once per week. The billing is processed by Accounts Payable and each hiring department will be charged for the services of the temporary agency.

## **II. PROCESS**

### **A. Hiring Department Responsibilities**

1. Prior to hire, the department must submit the Request for Temporary Support form to Workforce Planning available on the Human Resources web site. A list of duties and responsibilities of the position must accompany the Request for Temporary Support.
2. No interviews are required. If the hiring department chooses to interview prospective temporary agency workers, the hiring department must submit a list of interview questions.
3. The temporary agency is the employer of the temporary worker. Therefore, any termination of their service or performance issues should be reported to Workforce Planning. Workforce Planning will contact the temporary agency to proceed with termination or discipline.
4. The hiring manager has the responsibility of approving the time worked for the temporary worker.

### **B. Human Resource Responsibilities**

1. Upon receipt of the Request for Temporary Support, Workforce Planning will determine that the services of a temporary agency are the best solution to the hiring department needs.
2. Workforce Planning will place a call to the temporary agency requesting a temporary employee. At that time, Workforce Planning also provides the temporary agency with a list of duties to be performed.
3. Workforce Planning will be the liaison between the hiring department and the temporary agency for any termination of or discipline issues regarding the temporary agency worker.

## **III. Attachments**

[See All Forms Page](#) and select - Request for Temporary Support