



## ADMINISTRATIVE REGULATION AND PROCEDURE

Title: AUTHORIZATION TO PROCURE TEMPORARY AGENCY EMPLOYEES	Code: CC0507
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Policy Reference: N/A

### A. Regulations

1. Use of temporary agency employees must be covered by contracts awarded through MATC procedure BB0800 Nonconstruction Procurements.
2. The Business Office and Human Resources will be responsible for monitoring the use of temporary help funds.
3. Human Resources will be responsible for placing orders with temporary help agencies. Exceptions to this are those departments (e.g. Bookstore, Public Safety, Building Services) which maintain their own temporary help budgets.
4. Authorization to procure temporary help will be considered under the following conditions:
  - a. For no less than a two-week period,
  - b. As replacements for employees on approved leave of absence,
  - c. As additional help for special projects or events,
  - d. As substitutes while a vacancy is being filled but not to exceed two months, and
  - e. When emergency or extenuating circumstances would justify.
5. Extensions of approved requests require the initiation and approval of a new request form.
6. Use of temporary agency help will not be approved as vacation replacement or as replacements for positions which have been eliminated from the budget.
7. Agency invoices for services are to be mailed to Accounts Payable which will then follow Accounts Payable procedures for approval and payment. Only those invoices covered by authorized requests will be approved.

### B. Procedure

1. When a supervisor needs to procure temporary agency help, s/he should complete a Request to Fill or Create Pool or Agency Positions (Form 93:37) and submit it to his/her division head for approval. The division head will



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review and, if s/he approves, sign and forward the request to the Human Resources division.

2. After assigning a sequence number to the request, the associate vice president of Human Resources will sign and forward it to the Budget Office.
3. The Budget Office will code and the budget manager will sign the request and forward it to the executive vice president for approval and signature. A copy of the request will be sent to the business manager for reference when processing invoices.
4. If approved by the executive vice president or president, the request is then returned to Human Resources.
5. Human Resources will then place the order with the appropriate temporary agency delineating the authorized terms of the assignment.

Office of Responsibility: Human Resources Department