



HUMAN RESOURCES POLICY

SUBJECT:	Employment & Related Matters	TITLE:	Use of Temporary Personnel - Contracted Agency and University Payroll		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input type="checkbox"/>	Functional <input checked="" type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Vice President Human Resources		Responsible Office:	Human Resources	
CODING:	30-01-20-40:00	ADOPTED:	07/01/90	AMENDED:	9-01-09
			LAST REVIEWED: 9-01-09		

PURPOSE: To set policy regarding the use of temporary personnel, both contracted agency and University payroll.

RESPONSIBILITY: The Vice President for Human Resources is to ensure compliance with this policy.

REFERENCE:

Employment Status Policy # 30-01-20-05:00

POLICY:

It is each department's responsibility to ensure that it is adequately staffed, and there may be occasions when it is necessary to hire temporary personnel, such as the following:

- Leaves of absence
- Vacations
- Vacancies
- Temporary increase in workload

To meet this need, the University contracts with multiple temporary personnel vendors. Departments may review the UMDNJ Purchasing Services website for a listing of authorized temporary personnel vendors at http://www.umdj.edu/purchweb/employees/contract_information.htm. See Temporary Staffing for North, Central or Southern campuses, Nursing Services, Locum Tenens Vendors and State Contract Information links.

A department may initiate a request for temporary personnel by contacting its assigned Human Resources Generalist. Agency personnel must be contracted through an authorized University vendor.

Temporary personnel may be hired on UMDNJ payroll. Please consult with the Human Resources Generalist regarding the recruitment process.

NOTE: Departments seeking to engage temporary agency personnel for functions which involve the supervision of University employees must consult with, and obtain approval from, the Director of Human Resources Services prior to initiating such action.

PROCEDURE:

1. Departments requesting temporary personnel through an agency must submit a completed, budget-approved **Request for Agency Temporary Personnel** form to the agency.
2. Departments requesting non-agency temporary personnel must submit to the Human Resources Generalist a completed, budget approved **Staff Position Transaction Form** which may be accessed at http://www.umdnj.edu/hrweb/forms_main_for_review.htm
3. All agency employees must be screened in the same manner as regular employees. Background checks, i.e., criminal, licensure verification, academic credentials and references must be completed as specified by policy.
4. Requests for payment to the temporary employment agencies will not be honored if the department has not followed these guidelines. Violations of this policy will be reported to the appropriate Dean or Vice President.
5. For limitations on the use of temporary personnel on UMDNJ payroll, please refer to the Employment Status policy at <http://www.umdnj.edu/hrweb/policies/index.htm>.

Under direction of the President

Vice President for Human Resources