PURPOSE

The purpose is to establish a policy and administrative guidelines for the use of temporary agency staff.

SCOPE

This policy applies to the usage of all temporary part-time or full-time agency staff whose salaries are funded through the Human Resources Management budget.

POLICY

The use of temporary agency staff will only be used to meet legitimate non-permanent staffing needs. It is important that temporary agency staff be used only when the need for the help is temporary and that the position continues only as long the need remains temporary. Temporary staff will not be used when the need for the position is continuing and permanent. In those instances where temporary duties have evolved into work of a continuing nature, the temporary position should be terminated and the affected position should be filled on a permanent basis through the normal University hiring process.

DEFINITIONS

Temporary Staffing Agency

The University, through the Office of Human Resource Management, contracts with a temporary service provider for staffing needs. Generally, their employees are clerical, custodial, laborers, or groundskeepers.

Temporary Agency Staff

An individual employed (and paid) by the Temporary Agency to work at East Stroudsburg University.

Paid Leave

Annual, sick, personal, and holiday leave compensation an ESU employee is receiving while away from work.

Temporary

A non-permanent appointment of limited duration not expected to remain an on-going, continued need. May be full-time or part-time.

Permanent

A position identified as necessary on an ongoing basis for the foreseeable future.

Open Approved Position

Any vacant position that President’s Council has reviewed and agreed to fill.
GUIDELINES AND PROCEDURES

Temporary positions are appropriate for meeting a range of staffing requirements when the university expects there will be no permanent need for an employee.

Appropriate Use of Temporary Staff

- temporarily increasing staff to meet a workload peak
- filling a short term position (i.e., one that is not expected to last longer than one year)
- staffing continuing positions when future funding and workload levels are uncertain or when it is anticipated that funding levels will be reduced or that the activity will be reorganized
- filling on a temporary basis vacancies created when an open, approved position is being filled
- filling on a temporary basis a position where the incumbent is on an unpaid leave
- filling vacancies which occur in activities under study for possible contracting out; and
- using temporary staff to perform recurring intermittent and seasonal work.

Inappropriate Use of Temporary Staff

- using temporary staff for the replacement of individuals out on paid leave
- hiring temporary staff to avoid the costs of employee benefits
- using temporary staff to extend other nonpermanent employment
- using temporary staff as a "tryout" or unofficial probationary period prior to permanent appointment
- circumventing the competitive application process by appointing an individual on a temporary basis because he or she is not qualified for permanent appointment
- using temporary staff because a particular position is not currently being filled

Time Limits and Extension of Appointments

When appropriately justified, temporary staff may initially be utilized for a specified period of up to one (1) year. When appropriate circumstances continue to exist, temporary positions may be extended up to a maximum of one (1) additional year (24 months of total service). Extensions should not be regarded as automatic; rather each must be based on continued appropriate justification and demonstration of temporary need. Requests for extensions must be made as soon as possible after the need for the extension is identified.

Appointment to another position involving the same basic duties and in the same department as the original appointment is also considered to be an extension of the original appointment.

Exceptions

Assignments and extensions may be made to positions involving intermittent or seasonal work without regard to the time limitations stated above provided that: assignments and extensions are made in increments of one (1) year or less; placement in the same or a successor position that totals less than 6 months in a fiscal year. Should a position filled under this exception total 6 months or more in any service year, the time limits stated above must be applied to subsequent extensions or reappointment.

Temporary clerical, grounds, labor or custodial positions, approved for ninety days or more may be filled as a temporary wage employee. (Refer to Temporary Wage Employee Appointments policy HR-53.)
PROCEDURE

A Request to Fill Temporary Staff form (attached) is used to document the reason why a temporary position is required and any extension(s) are justified, approved and/or denied.

When a temporary appointment is made, a copy of this form must be signed by all appropriate individuals and forwarded to the office of Human Resource Management before the temporary assignment will be acted upon.

The following procedures will be used to ensure that the use of a temporary agency staff is properly approved and processed.

1. The requestor completes a Request to Fill Temporary Staff form, signs and forwards to the appropriate Dean, Director, or Vice President.

2. The Dean, Director, or Vice President signs the Request to Fill Temporary Staff form and forwards it to the Director of Human Resources.

3. The Director of Human Resources reviews the form and indicates whether the temporary assignment will be made through the temporary wage payroll or through a temporary agency. The Director will sign and forward to President’s Council (PC) for final approval/disapproval.

4. If approved by PC, the form will then be returned to the office of Human Resources Management.

5. The Temporary Agency will be contacted and the assignment will be made.

It is essential that individuals utilized in temporary positions understand that the conditions of a temporary agency assignment differ from those of permanent employment. Supervisors are encouraged to provide additional orientation and clarification as required to ensure that temporary agency employees understand the conditions of their assignment.

This policy will become effective immediately.
### REQUEST TO FILL — TEMPORARY STAFF

#### VACANCY INFORMATION

- **Requestor:** Attach Job Description or Brief Description of Duties and Complete Highlighted Section

- **NEW POSITION**
- **REPLACEMENT for:** ____________________
- **LEAVE From:** ________ to ________
- **RESIGNATION**
- **Other**

- **FT**
- **PT**

- **Estimated Cost:** _________________

- **Start Date for Temporary Appointment:** ________
- **End Date for Temporary Appointment:** ________

- **DIVISION:** __________________________

- **DEPARTMENT:** ______________________

- **Working Title:** ______________________

- **Reports to:** ________________________

- **Schedule/Hrs per week:** ______________

- **Cost Center:** _________________

- **Is position grant funded?**
  - **Yes** ____  **No** ___

- **If yes, grant number:** ______________

  (attach copy of grant page detailing salary/wage info)

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**Requestor’s Signature**

**Dean, Director, VP Signature**

(FORWARD TO HUMAN RESOURCES for REVIEW)

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### II. HUMAN RESOURCES

- **Notes:** ________________________________________________________________

- **Wage Payroll**
- **Temp Agency**

**HR Director’s Signature**

**DATE**

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### III. PRESIDENT’S COUNCIL

- **APPROVED**
- **NOT APPROVED**

**Comments:** ________________________________________________________________

**Reason for non approval:** ____________________________________________________

**President’s Signature**

**DATE**

(FORWARD TO HUMAN RESOURCES)