

CAMERON UNIVERSITY

Temporary Employment Policy

Policy Statement

Seasonal workers are hired through an employment agency and not placed on the Cameron University payroll.

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Who Should Know This Policy

President
Vice Presidents
Deans
Department Chairs
Directors

Faculty
Other Accounting/Finance Personnel
All Employees

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Business and Finance

Procedure

1.0 Definitions

- 1.1 Temporary workers are not considered employees of Cameron University.
- 1.2 Temporary workers are contracted for short-term work for a period not to exceed 120 days.

2.0 General Guidelines

- 2.1 The requesting supervisor should notify the Cameron University Human Resources Office to determine if there are potential applicants available within the timeframe needed.
- 2.2 The Human Resources Office will notify the Purchasing Agent to seek bids from employment agencies for the person or persons needed for the particular job position if the work request cannot be met.
- 2.3 The “Best Value” approach will be used when selecting an employment agency. When the employment agency has been selected, contact will be made by the supervisor requesting the worker(s)
- 2.4 The appropriate department will conduct interviews of applicants forwarded by the employment agency.
- 2.5 When the appropriate insurance certificates have been received from the employment agency, a purchase order will be issued to the employment agency for a specified period of time not to exceed 120 days. The temporary worker can begin to work only after a purchase order has been issued.

Contacts

Policy Questions: Human Resources Office, (580) 581-2245

Forms

In support of this policy, the following forms are included:
None

Policy History

Policy

Issue Date:	February 11, 2005
Reviewed, no revision:	February 2016
Revised:	March 6, 2009