TEMPORARY EMPLOYMENT PROCEDURES

There are two options for temporary employment. The temp employee can be hired as an EKU employee or be hired through an outside state contracted temporary agency. The differences between the two options will be described below. When a hiring official contacts you for assistance, you should help them distinguish which option is best for their needs.

Benefits:
Temporary employees are not eligible to receive University benefits; this includes exemption from holiday pay.

1) Temporary EKU employee

A temporary assignment with EKU should not exceed 9 months.

   a. Temporary positions should be posted on the OES:
      i. Refer to the Hiring Officials User Guide for Staff for details on the OES procedure.
      ii. The closing date for temporary employees is flexible
      iii. The position description should indicate that “this is a temporary, non-benefited position lasting less than 9 months”.
      iv. Temporary employees appropriate pay rate should be discussed with HR Compensation to ensure equity.

   b. Once the candidate clears their background check, the hiring official will be notified via email by the Employment Analyst.
      i. Submit start/end dates; organization code to pay from; pay rate to the Employment Analyst.
      ii. If the candidate is new to the University, the hiring official is to inform the candidate that they need to come by the HR office (within 3 days of their start date) to complete their payroll paperwork.

2) Temporary non-EKU employee

There is no limit to how long a Department can keep a temp through an outside agency. Hiring Officials should not directly contact the temporary agency. Hiring Official must contact the Employment Analyst if they would like to hire from an outside agency.

   a. Provide the Employment Analyst with the following information: what knowledge/skills/abilities of the temporary employee; the length of time the temp is needed; the org to be charged; the hourly rate.
i. NOTE: temporary agencies have a markup rate, which varies based on the agency. For example, if the employee is receiving 9.00 per hour, the department may be charged 13.56 per hour.

ii. NOTE: You can request to have an interview with the candidates or the Employment Analyst can review for you.

b. Once a candidate is selected, the temporary agency will conduct the background check. The candidate CAN NOT start working until the background results are approved by the Employment Analyst.

c. On the temporary employees first day, they should report to the HR office to obtain their parking authorization form, signed by the Employment Analyst. The employee should take the form to the Parking and Transportation building with the year, make and model of their vehicle to obtain their permit.

d. Poor Performance: EKU is not obligated to retain a temporary employee for the length of time originally discussed. If you are not satisfied with the temporary employee’s performance, contact the Employment Analyst to select a second candidate.

e. Invoices: Invoices will be mailed to and paid by the Employment Analyst. HR is responsible for charges for the background check; however, the specific department is responsible for the labor charges.
PO # specific to the Agency

Blanket number is also known as the “vendor” number.

Employee’s last name: Dept. org code being charged/standard account number = amount being charged

Cashell: 600500/743565 = 542.40 + 81.36 = $623.76

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