

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

TEMPORARY AGENCY HIRING GUIDELINES
Policy No. 3357:13-16-034
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Effective: August 31, 2001

The following guidelines are to be followed when temporarily filling vacated positions with temporary employees:

1. The requesting supervisor shall contact the Human Resources Department to communicate the need for a temporary agency employee. (Length of assignment shall be included in request.)
2. Upon approval to temporarily fill the vacant position, the requesting supervisor will be advised of the temporary agency to use and the contact person.
3. The requesting supervisor will interview candidates recommended by the temporary agency and select the candidate who best meets the qualifications for the position. If “pay rolling” the temporary employee is through the temporary service, proceed to #4.
4. After selection of the temporary employee is made, Human Resources will be contacted to determine the rate of pay.
5. Human Resources will then submit a requisition to Purchasing, including the estimated number of hours of the assignment as well as the pay rate. Once the purchase order number is assigned, proceed to #6.

(The requesting supervisor will submit the purchase requisition only when the funds for the temporary employee are appropriated from their own budget, i.e. funded by a grant.)

6. The requesting supervisor will contact the temporary agency to inform them of the selected candidate, pay rate, and make arrangements to start the employee.
7. Time slips for the temporary employee shall be sent to Renee Nussbaum in Purchasing, on a weekly basis, for invoice reconciliation.

Approved: August 31, 2001
CFO (Human Resources)