REQUEST FOR TEMPORARY STAFFING

Classification: __________________________   Number of People Needed: ______________________

Department: __________________________   Location: __________________________

Contact Person: __________________________   Phone: __________   Fax: __________

Contact email: __________________________

Full-time: ☐   Part-time: ☐   Intermittent/On-call: ☐

Department# __________________________   Fund# __________________________

Duration of Temporary Assignment: __________________________ to __________________________

Work Schedule (Days/Hours): __________________________

Dress Code ☐ Yes ☐ No   Resume Required ☐ Yes ☐ No   Interview Required ☐ Yes ☐ No

Approved by:
Department Head or Budget Administrator
______________________________
Signature __________________________
Date __________________________

Dean (if applicable)
______________________________
Signature __________________________
Date __________________________

Vice President
______________________________
Signature __________________________
Date __________________________

List duties to be performed (a position description may be attached). List specific computer software used:

Pay Rate/Bill Rate: __________________________   Service Response Time: __________________________

To be completed by Supplemental Staffing

Full Instructions on Next Page

An Equal Employment-Affirmative Action Employer
A Request for Temporary Staffing form must be completed in order to fill temporary positions. An outside temporary agency, Supplemental Staffing, is used to fill these positions.

**Processing a Request**

1. External/Grant funding must be secured.
2. Fax the Request for Temporary Staffing form to Supplemental Staffing at 419-353-9701.
3. Supplemental Staffing will contact the hiring department to discuss bill rates, location of work site and job expectations.
4. Timesheets will be completed by the temporary employee and signed by the supervisor.
5. An invoice indicating the bill rate will be sent to the hiring department.
6. It is the responsibility of the Hiring Department to procure vehicle registration/permits to enable temporary employees to park on-campus. The Hiring Department will incur the cost of parking.
7. Those that may not be hired for temporary positions:
   - BGSU students
   - Employees that left the university through the Early Separation Program (ESP)
   - Employees in a laid off status

**Definitions**

**Temporary**: an employee whose regular hours of work do not exceed 40 hours per week for a limited or period of time not to exceed one academic term, or 119 consecutive days, whichever is greater.

**Full-time**: an employee whose regular hours of work total 40 hours a week.

**Part-time**: an employee whose regular hours of work do not exceed 24 hours per week.

**On-call/Intermittent**: an employee who works an irregular schedule as needed or during peak periods during the year and whose hours do not exceed 20 during week worked. Total hours cannot exceed 1000 in a calendar year.

An individual hired from a temporary agency is not considered an employee of Bowling Green State University. They are an employee of the agency. These individuals are considered public applicants for position recruitment purposes.

**Position Description**

When completing a description for a temporary employee, be as specific as possible. List duties to be performed and any special equipment or knowledge required for the position. List specific computer software programs used. This will enable the temporary agency to get the best match of employee to department.