



REQUEST FOR TEMPORARY STAFFING

Classification: _____ Number of People Needed: _____

Department: _____ Location: _____

Contact Person: _____ Phone: _____ Fax: _____

If Replacement, Name of Incumbent: _____

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

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

To process, obtain authorizing signatures and forward the Office of Human Resources

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 Temporary Staffing Agency

Instructions on Next Page

A request for Temporary Staffing form must be completed in order to fill temporary positions. Outside temporary agencies are used to fill these positions.

Processing a Request

1. Position duties will be reviewed by the Office of Human Resources for appropriate classification.
2. The Request for Temporary Staffing form will be forwarded to a temporary agency.
3. The temporary agency 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. Human Resources must be notified of any changes in the temporary employee's status, hours or other conditions of employment.
7. 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.
8. BGSU students may not be hired for temporary positions.

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 30 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 30 during week worked. Total hours cannot exceed 1000 in a calendar year.

Position Description

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

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 and must maintain contact with Human Resources Job Line for current position vacancies.