

PROCEDURE

Subject	Temporary Personnel Services Page 1 of 2	Number: 2.47.02
Source	Office of Human Resources	Reference (Rule #) 6HX14-2.47
President's Approval/Date: 1/25/11		

PURPOSE

The purpose of this administrative procedure is to define State College of Florida's guideline for obtaining temporary personnel services.

POLICY

Temporary positions at State College of Florida will be filled through a contractual arrangement with a temporary staffing agency. Requests for temporary personnel are to be submitted to the Manager, Employment/Equity, in the Human Resources Office. In most cases, other than seasonal staffing needs, the duration of the vacancy for the position must be greater than four (4) work weeks prior to filling with temporary personnel. Exceptions require approval from the Vice President of Business and Administrative Services and the Executive Director, Human Resources.

PROCEDURE

I. Requesting temporary personnel services

- A. Complete a temporary personnel request form, obtain all required signatures, and submit to the Employment Manager.
- B. When requesting an extension to the end date for a temporary assignment, a new temporary personnel request form must be completed, all required signatures obtained, and submitted to the Vice President of Business and Administrative Services and the Executive Director, Human Resources for approval.
- C. When referring an individual for a temporary position, include the person's name and contact information on the temporary personnel request form. The Employment Manager will contact the referred individual to provide the temporary staffing agency information.

II. Certifying temporary personnel hours

- A. Time Sheets are completed weekly and must be signed by the manager who is certifying the hours worked.

- B. A copy of the time sheet is to be provided to the Employment Manager by the Monday following work week.

III. Reporting absences or problems

- A. Attendance or any other problems with an individual filling a temporary position should be reported to the temporary agency by the hiring manager and communicated to the Employment Manager. If an issue cannot be resolved, the agency will provide a replacement.

IV. Criminal Background Investigations

- A. The temporary staffing agency is responsible for conducting a Florida statewide and seven (7) year national criminal background investigation on all temporary personnel. Results from the Florida statewide criminal background investigation must be received prior to the start date for a temporary position. Results from the national criminal background check must be provided within 48 hours, unless an approval from the Manager, Employment/Equity has been given due to unusual circumstances. Any negative results must be reported to SCF for a determination of clearance to work. A temporary employee may not continue to work (for more than one (1) work week) without a complete state and national background check. In no instance may a temporary worker whose major duties include working with minors, begin work prior to receipt of a clear statewide and national criminal background check.

V. On the Job Injury

- A. On the job injuries for temporary personnel are handled by the temporary agency. If during the course of employment, an individual filling a temporary position is injured, the hiring manager must contact the temporary agency immediately. The hiring manager must also notify SCF's Employment Manager. In the case of an emergency, the hiring manager should contact 911 and then notify the temporary agency and the Employment Manager.