

**Human Resources Procedures for Recruiting Temporary Agency Employees***(Changes effective March 1, 2007)*

The Human Resources department of Claremont McKenna College (CMC) will arrange for all temporary agency employees. Requests to supplement the regular workforce can be made upon receipt of written approvals. The Human Resources department will retain contractual agreements with temporary staffing agencies to,

- ensure compliance with the minimum wage, overtime, child labor, and equal pay requirements;
- maintain workers' compensation insurance (provided on demand) on all workers who work for the College and indemnify the College against any liability;
- meet Title VII and ADEA guidelines in order to establish non-discriminatory practices;
- provide background investigations on all temporary employees.

**Procedures:**

Each hiring department must complete this request form to hire a temporary agency employee. Department manager/supervisor will obtain written authorization on request form from the department Vice President and the Treasurer/Budget Director. Please return completed form with signature approvals to the Human Resources department.

Information on form will provide the required information to the Human Resources department regarding,

- the account number to be charged;
- requested start date;
- requested end date;
- hours per day and days per week
- reason(s) for temporary employee;
- key knowledge, skills and abilities needed to perform assignment;
- duties individual will perform;
- hourly/monthly pay rate;

By selection on the form, manager/supervisor may conduct interviews with candidates from staffing agency or request HR to complete interviews with candidates.

Invoices from the staffing agency will be forwarded to the hiring department for payment.

The temporary assignment will end on the requested end date. To extend an assignment, a new request form with signature approvals must be submitted to the Human Resources department at least two weeks prior to the end of the assignment.

When the assignment ends, employment status and accesses of the temporary agency employee will be terminated. If an employee is terminated and you wish to rehire them, you must complete a new request form with signature approvals and they cannot begin work until the new approved form is received in the Human Resources department.

If you have any questions about hiring a temporary, part-time or full-time agency employee please contact Yvette Briceno at 909-607-8117 or via email at ybriceno@cmc.edu.

## Request Form for Temporary Employee from a Staffing Agency

Please note that a different form is used when hiring a temporary CMC employee, Temporary, Part-Time or Full-Time CMC Employee - Request to Hire Form: <http://www.claremontmckenna.edu/hr/forms/>

☐ New Request

☐ Extension of Assignment

- Date of Request: \_\_\_\_\_
- Department: \_\_\_\_\_
- Department Contact Person: \_\_\_\_\_
- Account Number to be Charged: *(datatel format)* \_\_\_\_\_
- Requested Start Date: \_\_\_\_\_
- Requested End Date: \_\_\_\_\_
- Position Title: \_\_\_\_\_
- Work Schedule: \_\_\_\_\_
- Expected Office Location and Phone Extension: \_\_\_\_\_
- Hourly rate for non-exempt employee or monthly salary for exempt employee: \_\_\_\_\_

Please note that an individual's assignment will end on the above-indicated "requested end date." To extend the assignment, a new request form with signature approvals must be submitted to Human Resources.

- Indicate reason(s) for temporary employee/extension:

\_\_\_\_\_

- Key knowledge, skills and abilities needed to perform assignment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Duties individual will perform:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Please select one, if applicable:

Department wishes to screen resumes and conduct interviews ☐

Department wishes for HR to screen resumes and conduct interviews ☐

- Please confirm what services the agency employee will need for this assignment:

☐ CMC E-mail Account ☐ CMC Login Credentials ☐ Access to Department Drives

☐ Temporary ID Card ☐ Other: \_\_\_\_\_

### Approvals:

*(All three signatures must be obtained before submitting to Human Resources.)*

Department Vice President:

Date: \_\_\_\_\_

Department Manager:

Date: \_\_\_\_\_

Budget Director:

Date: \_\_\_\_\_