

Request for Temporary Employee From a Staffing Agency

- Date of Request: _____
- Department: _____
- Account # to be charged: _____
- Requested start date: _____
- Requested end date: _____
- # Hrs/day and #Days/wk: _____
- Position title: _____
- Indicate reason(s) for temporary employee:

- Skills needed to perform assignment:

- Duties individual will perform:

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.

- Approvals:
 (all three signatures must be obtained before submitting to Human Resources)
- Department Vice President: _____ Date: _____
- Department Manager: _____ Date: _____
- Budget Director: _____ Date: _____

Form, complete with approval signatures, may be faxed to Human Resources at 607-1237 or emailed to Estela Finnigan. Send original form to Human Resources at a later date.

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

The Human Resources (HR) staff 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.
1. Department manager/supervisor will obtain written authorization on request form from the department Vice President.
 2. Information on form will provide required information to HR staff regarding:
 - account # to be charged;
 - reason(s) for temporary employee;
 - skills needed to perform assignment;
 - duties individual will perform;
 - duration of assignment;
 - start date;
 - end date;
 - hours/day – days/week
 3. Upon receipt of approvals, department manager/supervisor will fax form to HR. By request, manager/supervisor may conduct interviews with candidates from staffing agency.
 4. Requests to extend an assignment require written approval from the Budget Director.
 5. Invoices from the staffing agency will be forwarded to the hiring department for payment.