



## RUTGERS POLICY

**Section:** 60.9.18

**Section Title:** Legacy UMDNJ policies associated with Human Resources

**Policy Name:** Use of Temporary Personnel-Contracted Agency and University Payroll

**Formerly Book:** 30-01-20-40:00

**Approval Authority:** Senior Vice President for Administration

**Responsible Executive:** Senior Vice President for Administration

**Responsible Office:** University Human Resources

**Originally Issued:** 7/1/1990

**Revisions:** 7/1/2013; 2/6/2014

**Errors or changes?** Contact: [policies@hr.rutgers.edu](mailto:policies@hr.rutgers.edu)

1. **Policy Statement**  
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**  
To provide guidelines to assist legacy UMDNJ departments.
3. **Who Should Read This Policy**  
Rutgers University employees who are employed within a legacy UMDNJ position.
4. **Related Documents**  
N/A
5. **Contacts**  
University Human Resources: 848-932-3020
6. **The Policy**

### 60.9.18 USE OF TEMPORARY PERSONNEL-CONTRACTED AGENCY AND UNIVERSITY PAYROLL

It is each department's responsibility to ensure that it is adequately staffed, and there may be occasions when it is necessary to hire temporary personnel, such as the following:

- Leaves of absence
- Vacations
- Vacancies
- Temporary increase in workload

To meet this need, the University contracts with multiple temporary personnel vendors. Contact the department's assigned Human Resources Generalist for the most current list of Authorized University vendors.

A department may initiate a request for temporary personnel by contacting its assigned Human Resources Generalist. Agency personnel must be contracted through an authorized University vendor.

Temporary personnel may be hired on Legacy UMDNJ payroll. Please consult with the Human Resources Generalist regarding the recruitment process.

NOTE: Departments seeking to engage temporary agency personnel for functions which involve the supervision of University employees must consult with, and obtain approval from Human Resources prior to initiating such action.

**PROCEDURE:**

1. Departments requesting temporary personnel through an agency must submit a completed, budget-approved **Request for Agency Temporary Personnel** form to the agency.
2. Departments requesting non-agency temporary personnel must submit to the Human Resources Generalist a completed, budget approved **Staff Position Transaction Form**.
3. All agency employees must be screened in the same manner as regular employees. Background checks, i.e., criminal, licensure verification, academic credentials and references must be completed as specified by policy.
4. Requests for payment to the temporary employment agencies will not be honored if the department has not followed these guidelines. Violations of this policy will be reported to the appropriate Dean or Vice President.
5. For limitations on the use of temporary personnel on Legacy UMDNJ payroll, please refer to the Employment Status policy 60.9.23.