The Office of Human Resources will facilitate the employment of temporary employees through the use of employment agencies. When your department is in need of utilizing staff from a temporary employment agency, please complete the Agency Request Form (which is located on our web site www.umassd.edu/hr/jobs.cfm).

The Office of Human Resources will contact an agency to communicate your department’s particular needs and coordinate the review/interview of candidates with the hiring manager. Please note that the temporary agency assignments should not exceed one year. If there are extenuating circumstances that require additional time, please contact the Office of Human Resources.

In addition please note the following details when requesting a Temporary Office employee from a Staffing Agency:

✓ Temp hires should receive no more than (2) 15 minute breaks per day.
✓ Temp hires may not work more than their contracted hours. (Overtime is not allowed)
✓ Employees are not compensated for sick time, holidays, personal time taken etc.
✓ Please note: Certain temporary hire positions may be subject to an agency fee to be determined by the office of Human Resources.
✓ Please notify the Office of Human Resources if/when the employee completes their assignment or abandons their assignment.

The requesting department is responsible for payment of all invoices associated with the staffing agency individual who is hired. She/he will need to create a blanket Purchase Order to cover these invoices.

Kindly note the staffing agency name with contract # in the comments section of your Purchase Order.

Greysmith: CD13HF28
KNF & T: CD13HF27
Adecco: CD13HF12

We hope that your department will benefit from this process and we welcome your comments and suggestions.

Should you have any questions, or would like more information, please contact Leslie Mercure, Senior Employment Specialist @ 508-910-6474.

Thank you,
Office of Human Resources
**Agency Request Form**

<table>
<thead>
<tr>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Contact Person/Extension</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Reason for Temporary Hire</td>
</tr>
<tr>
<td>Speed Type</td>
</tr>
<tr>
<td>Minimum qualifications Required</td>
</tr>
</tbody>
</table>

Please give a detailed explanation of why you need to utilize an outside staffing agency and also the type of qualifications this position requires (you may use a second page if needed).

<table>
<thead>
<tr>
<th>Start Date:</th>
<th>End Date:</th>
<th>Work Schedule:</th>
</tr>
</thead>
</table>

Number of Work hours of Temporary Employee:

Employee may not work more than 40 hours per week

Overtime not allowed

In order for this form to be complete, the Department Head must authorize this form

Department Head/ Chairperson  
Date

Dean/Division Head  
Date

**FOR HR USE ONLY**

<table>
<thead>
<tr>
<th>Staffing Agency:</th>
<th>Contact Person:</th>
</tr>
</thead>
</table>

Name of Temporary Employee:  
Rate of pay: $__

Non-Employee Employee ID Form Completed  
Yes  No  ID#

Required Access:  
Timekeeping  Yes  No  Granted by: K. Pennock
Financials  Yes  No  Granted by: J. George
Student Info  Yes  No  Granted by: C. Kaylor
Email  Yes  No  Granted by: J. Rosinha
ESU/Fac Fed  
Agency Fee  Yes  No