

Temporary Staffing / Contingent Worker Request Form

Purchaser's Information

Date of request:
Purchaser's name:
Purchaser's unit/department:
Purchaser's job title:

Justification for Request

Permissible reason for request:
Non-aligned or aligned work:
Name of relevant union(s) (if applicable):
Justification details:

Temporary Staffing / Contingent Worker Request

Job title(s):
Number of contingent workers:
Expected total work hours:
Work hours and schedule:
Location(s) of assignment(s):
Approximate start date:
End date of assignment(s) (not to exceed one year):
Brief description of duties and responsibilities (attach additional pages if needed):

Optional budget and additional information:

Certification and Approval by the Unit/Department's Temporary Staffing Approver

Name of Temporary Staffing Approver:

I certify that this request and justification are in compliance with University policy, that I have consulted and obtained authorization from the Office of University Labor Relations as applicable and in accordance with University policy, and reasonable efforts ensuring the temporary nature of the use of contingent worker(s) will continue for the duration of the assignment(s).

Signature

Date

Temporary Staffing / Contingent Worker Request Form Instructions

Justification details must minimally include the following according to the permissible reason:

- Leave of absence:
 - Details from consultation with the Office of University Labor Relations (OULR) and confirmation of approval from OULR
 - Name(s) of employee(s) on leave
 - Expected time frame of leave
- Vacation:
 - Details from consultation with the Office of University Labor Relations (OULR) and confirmation of approval from OULR
 - Name(s) of employee(s) on vacation
 - Expected time frame of vacation
- Temporary coverage for vacant regularly appointed positions during recruitment efforts:
 - Details from consultation with the Office of University Labor Relations (OULR) and confirmation of approval from OULR
 - Evidence of reasonable recruitment efforts
 - Plans for ongoing recruitment efforts
 - Extraordinary circumstances which describe consequences of postponing work e.g. significant risk to patient safety, failure to meet legal requirements, etc.
- Temporary increase in workload:
 - Details from consultation with the Office of University Labor Relations (OULR) and confirmation of approval from OULR
 - Source of increased workload such as a novel project, new pilot program, etc.
 - Description of the temporary nature of the work and an explanation why the work will not be assigned to employees
 - Expected time frame for increased workload