

## College Procedure: 404.15 – Temporary Employment

Policy Reference:	404 – Employment Relationship
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	10/23/2014
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

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### Reason for Procedure

Kirkwood Community College sets forth the following guidelines to assist a department in hiring temporary staff. This procedure includes hiring a Kirkwood temporary employee or temporary staff through a staffing agency. This procedure applies to all departments and positions except temporary faculty.

### The Procedure

#### Hiring:

##### Kirkwood Temporary Employee:

- No approvals are required to open a temporary position and departments are not required to post the opening.

##### Temporary Employee:

- Cabinet approval is required to hire a temporary employee. For Kirkwood temporary employees, the department must complete new hire forms.

##### Non-Kirkwood Temporary Employee (hiring through a temporary employment agency):

- No approvals are required to open a temporary position and there will be no posting on Kirkwood's employment site. The temporary agency will screen candidates and present them to the hiring manager to interview.
- Human Resource approval is required to hire a non-Kirkwood temporary employee.

- Departments can use a professional agency that is on the approved employment agency list found in Appendix A. If you would like to use an agency not found on this list, you must submit a request to Human Resources with the name and contact information of the agency as well as why you would like to add them to the list. Human Resources will contact the agency to ensure they meet our criteria to be added to the list.
- Prior to the start of work for Kirkwood, the hiring manager is responsible for covering a checklist with the temporary employee (see Appendix B).
- They are not Kirkwood “employees” but employees of the temporary employment agency. All of the new hire paperwork is done with the employment agency and is part of their bill rate. Kirkwood does not process any new hire or payroll paperwork for these employees.

**Seasonal Employee:**

- Employees hired as seasonal are allowed to work more than 30 hours per week.
- Seasonal employees work less than six months per year.

**Compensation:**

**Kirkwood Temporary Employee:**

- Employees hired in temporary positions will normally be paid the part-time entry-level wage for the position in which they are hired. Pay for retirees will be based upon guidelines in the Compensation Policy.
- If a new temporary position does not have a comparable position on the current part-time pay band, the hiring manager will work with Human Resources to determine an appropriate pay band.
- Temporary employees are not eligible for annual pay increases. If the part-time entry-level wage is increased, the wage for temporary employees will be increased to the new entry level wage.
- Temporary employees will be paid in one of two ways; either by submitting a Part-time Payroll Authorization form or a Personnel Action Form (PAF).

○ **Part-Time Payroll Authorization form should be used in the following situations:**

- Temporary employees who will **actually** work less than or equal to 90 calendar days consecutively or sporadically in a fiscal year.
- Temporary employees who work year-round, however only on an occasional/sporadic basis.
- The Part-time Payroll Authorization will need to be completed for each pay period in which the employee should be paid.

- **Personnel Action Form should be used in the following situations:**
  - Temporary employees who will **actually** work more than 90 business days consecutively in a fiscal year.
  - These individuals are assigned an electronic time sheet to complete each payroll.
  - The Personnel Action Form for temporary employees must have an end date within the current fiscal year. If their employment crosses a fiscal year, a new Personnel Action Form must be completed for the new fiscal year.
  - Temporary employees who work a regular and consistent schedule for up to one year in the same position must be terminated or hired on a regular part-time or fulltime basis.

**Non-Kirkwood Temporary Employee:**

- Ask the temporary employment company what their bill rate is. A bill rate is the total hourly rate or “true cost” Kirkwood will pay to the staffing agency for their employee to work here. The bill rate will include a mark-up (used for overhead, general and administrative expenses for recruiting, benefits, profit factor and mandatory employer taxes) as well as the hourly rate paid to the person. Be sure to verify what the person will be receiving for an hourly rate out of the overall bill rate. For example, if the individual is paid \$10 per hour and the agency’s markup is 50%, then Kirkwood would be charged \$15/hour. The person’s rate should be comparable to what Kirkwood is paying a part-time employee in this position. This ensures that if the individual is hired, their current hourly rate is close to their new Kirkwood rate. The bill rate is negotiable and managers are encouraged to question why the bill rate is set the way it is from the temporary agency. The hiring manager may also compare bill rates with more than one agency and ask them both to present a bill rate before they begin interviewing for the position.
- Temporary agencies will normally have a contract that specifies the timeframe you would need the individual to work in your department as well as a **contract buyout rate** (also known as a conversion rate) if you decide to hire the employee as a Kirkwood employee within the contract time. The **temporary employment contract** is an agreement between Kirkwood and the agency. The contract normally designates a fee that the staffing agency receives from the employer, which can be up to 30% of the annual salary offered to the employee. Some agencies will waive any fees after a specified period of employment or will prorate the amount based on the number of hours worked so be sure this is clearly stated in the contract. Employment is always at-will and the employee may terminate their employment assignment with Kirkwood at any time and we may also terminate their assignment at any time by contacting the employment agency directly.
- Kirkwood does not process any of the individual’s pay; it is processed by the temporary agency they are working for. The department, through Accounts Payable, uses the requisition and purchase order procedures to processes all payments for work performed by a temporary employee hired through an agency.

## Policies and Procedures:

- Any Kirkwood temporary employee will follow the same policies and procedures as any regular, part-time or full-time employee.
- Any non-Kirkwood temporary employee will follow the temporary agency's policies and procedures in addition to the policies and procedures of Kirkwood and the specific department. Any performance issues will be communicated to the temporary agency by the Kirkwood supervisor and the agency will address the concerns with their employee and involve you where appropriate. Kirkwood is not the temporary employee's employer; it is critical that the employment agency be notified and kept up-to-date on any issues arising so they can be addressed immediately.

## Hiring a Temporary Employee:

- If you decide to hire a Kirkwood temporary employee into a part-time or full-time position at Kirkwood, the hiring manager must follow the College's Compensation Procedure.
- The temporary associate (Kirkwood or Non-Kirkwood) is required to apply for any openings, just as any external applicant would. Write the description of the procedure in this section.

## References

COMPENSATION POLICY

## Definitions

**Kirkwood Temporary Employees:** EMPLOYEES OF KIRKWOOD, INCLUDING RETIREES, SCHEDULED TO WORK SPORADICALLY THROUGHOUT THE YEAR. TEMPORARY EMPLOYEES MAY NOT WORK MORE THAN 30 HOURS PER WEEK FOR MORE THAN 90 DAYS IN A 12-MONTH PERIOD OF TIME. IF THE TEMPORARY EMPLOYEE WILL BE EMPLOYED FOR MORE THAN 90 DAYS, THEY MAY NOT WORK MORE THAN 30 HOURS PER WEEK.

**Seasonal Employees:** EMPLOYEES WHO WORK SIX MONTHS OR LESS DURING THE YEAR AND WHOSE WORK BEGINS AND ENDS AT APPROXIMATELY THE SAME TIME EACH YEAR.

**Non-Kirkwood Temporary Employees:** EMPLOYEES OF A NON-KIRKWOOD AGENCY WHO ARE HIRED TO WORK SPORADICALLY THROUGHOUT THE YEAR OR FOR A SPECIFIC PERIOD OF TIME NOT TO EXCEED ONE YEAR.

## Appendix

### Temporary Employment Agency Approved List

The following employment agencies have agreed to complete the following on any of their hires before presenting them to Kirkwood and they have met the following criteria. If the agency no longer meets these criteria, it is their responsibility to notify Kirkwood Human Resources immediately.

- Background Check
- I-9 Employment Eligibility Verification
- Unemployment Insurance
- Workers' Compensation Insurance

**Adecco** ([www.adeccousa.com](http://www.adeccousa.com))

**Aerotek** ([www.aerotek.com](http://www.aerotek.com))

**Express Employment Professionals** (<http://hiawathaia.expresspro.com>)

**Kelly Services, Inc.** ([www.kellyservices.us](http://www.kellyservices.us))

**Management Recruiters Inc.** ([www.mricr.com](http://www.mricr.com))

**QPS Employment Group** ([www.qpsemployment.com](http://www.qpsemployment.com))

**Remedy Intelligent Staffing** ([www.remedyintelligentstaffing.com](http://www.remedyintelligentstaffing.com))

**Robert Half Technology** ([www.roberthalf.com](http://www.roberthalf.com))

\*Includes Specialized Staffing Services, including: Accountemps, Finance & Accounting, Management Resources, Financial Services Group, Legal, Technology, OfficeTeam and The Creative Group.

**Skywalk Group** ([www.skywalkgroup.com](http://www.skywalkgroup.com))

### Hiring Manager Checklist for Non-Kirkwood Temporary Positions

1. Review time recording procedures and schedule with new temporary individual
2. Schedule any required compliance training
3. Submit a New Hire Form for email, computer access, etc.; clearly stating this is a non-Kirkwood employee.
4. Ensure the new hire understands the scope of work to be performed and other policies and procedures.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	10/23/2014	Jim Choate, Vice President, Finance	New procedure
2	05/16/2017	Mick Starcevich, President	New template
3	07/16/2019	Cabinet	Procedure template