



Lehigh University Human Resources Policy

Policy Number:	212
Effective Date:	6/1/2004
Revisions:	12/1/2006
Applicability:	All Faculty and Staff

USING TEMPORARY EMPLOYMENT AGENCIES POLICY

Purpose:

Policy on hiring temporary, wage employees through contracted temporary employment agencies

Policy:

Introduction

When temporary help is needed and the employment of students is impractical or inappropriate, administrators may request help from an agency outside the University. Lehigh University contracts with temporary employment agencies to provide departments with competitive rates and quality service. Supervisors may call the contracted agencies directly. Current temporary agency information can be found in the *Lehigh University Telephone and Email Directory* under "**Temporary Employment Agencies**", at www.lehigh.edu/~inhro/TemporaryAgencies.htm or by contacting Human Resources.

Temporary service personnel are not employees of the University and are not eligible for compensation or benefits through the University.

Temporary employees are expected to follow all Lehigh University policies and procedures while working on campus.

Parking and Email Privileges

Temporary agency employee access to parking and email is limited. Temporary agency employees may be able to obtain email accounts from Library and Technology Services by contacting Client Services. For parking privileges, the temporary employment agency may purchase a vendor permit from Parking Services and issue it to the specific employee assigned to work at Lehigh for the allotted time the permit is valid.

Termination of Temporary Employment

Hiring supervisors notify the appropriate agency when the work assignment is complete. If termination of temporary employment is due to other reasons, the hiring supervisor should contact Human Resources for assistance.

Exception to Contracted Agencies

Hiring supervisors with special employment needs not provided by the contracted agencies (see list below) should contact Human Resources. Temporary employees can generally be provided by the contracted agencies for the following areas of responsibilities:

- Accounting:
 - Accounting Clerk
 - Senior Accounting Clerk
 - General/File Clerk
 - Clerical Assistant
 - Receptionist
 - Telephone Operator
 - Mail Clerk
 - Data Entry Operator
- Light Industrial
 - Stock Clerk
 - Shipping/Receiving Clerk
 - Laborer
 - Driver
 - Assembler
- Secretarial
 - Technical/Statistical Typist
 - Secretary
 - Secretary Assistant
 - Administrative Secretary
 - Executive Secretary
- Information Technology
 - Technical Assistant

Employment Offer

If a hiring supervisor wishes to offer regular employment in a classified University position to an employee from an agency which provides temporary substitute or additional help, the position must be posted following normal procedures (See ***Posting of Job Vacancy Policy***) and the appropriate employment policy (See ***Exempt Employment Policy*** or ***Nonexempt Employment Policy***). Temporary agencies may have buy-out provisions and negotiation may be necessary. Contact Human Resources for assistance.

Keywords: Temporary Staffing, Agencies