



Policy

Title:	Use of Staffing Agencies
Effective Date:	August 10, 2022
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources and Administrative Services
History:	N/A
Related Documents: Non-Discrimination and Anti-Harassment Policy; EEO/Affirmative Action; Background Checks and Employment Verification Policy, Procurement of Personnel Policy.	

I. Purpose

Salus University acknowledges that a portion of its staffing requirements may be met through the use of agency temporary workers and contractors. The office of Human Resources is responsible for identifying, reviewing and engaging staffing vendor relationships.

II. Policy

The Vice President of Human Resources (or their designee) is the Salus representative authorized to enter into any legally binding agreement with any type of staffing-related agency or business. Contractual agreements relating to fee schedules, bill rates, payment schedules, selection processes and replacement policies must be negotiated in advance of placement of agency staff or contractors and approved/signed by the Vice President of Human Resources.

Individuals providing temporary services for the University via a staffing agency are not employees of the University.

III. Definitions

Staffing Agency Employee: Individuals that are hired as temporary replacements, to supplement the University's workforce temporarily or as support for a specific project. In each case, for no more than a 12-month period, unless otherwise approved by the Vice President of Human Resources.

Direct placement staffing – Direct placement staffing (also referred to as direct hire staffing) is a service provided by a staffing agency to a company that is looking for specialized assistance in recruiting a full-time University employee.

IV. Procedure

1. Temporary Employees

a. Recruiting/Selection/ Engagement

The selection, engagement and release of all contract/agency workers will be coordinated through the office of Human Resources directly with the agency. The University has an existing relationship with several pre-screened temporary employment agencies.

A supervisor/manager with a need for temporary staff can contact the office of Human Resources with a request for a temporary worker.

The request will be reviewed when it is based on the following reasons:

- special projects with defined time frames;
- coverage for an employee taking a leave of absence;
- need for additional personnel during emergency company initiatives.

Once the request for temporary staff has been approved by the Finance Department, a representative from the Office of Human Resources will contact a staffing agency or agencies with a request for a temporary worker and provide the specific skills, knowledge and experience needed for the position. Review of available candidates will occur jointly between the supervisor/manager of the department with the staffing need and a representative from the Office of Human Resources.

b. Payment

The department supervisor/manager with the temporary staffing need will be responsible for approving/signing the timesheets (from the applicable agency) weekly as well as ensuring payment of applicable invoices during the temporary assignment.

c. Duration of Engagement

Temporary personnel serve at the pleasure of the Supervisor/Director of the department with the staffing need. No promises should be made to a temporary employee regarding the duration of a temporary assignment or future employment as a Salus University employee.

Extension of a temporary worker's assignment beyond the initially approved time frame must be approved by the Vice President of Human Resources.

If performance concerns with a temporary worker arise, the department supervisor/manager must notify the Office of Human Resources immediately who, in turn, will discuss the issue(s) with the staffing agency.

Should a department “want” to hire agency staff who has provided services, the Office of Human Resources will work directly with the staffing agency to determine the buyout cost, if any and obtain necessary reference checks and prior employment verifications per University policy.

2. Direct Placement through an

Agency

a. Recruiting/Selection/

Requests to utilize a firm for the direct hire of an individual to fill a University full time opening, are to be sent to the Vice President of Human Resources. The Vice President of Human Resources will establish and approve placement costs with applicable agencies as needs arise.

Once a contract (with the direct placement firm) has been approved and signed by the Vice President of Human Resources, the hiring manager can then begin screening applicants submitted for review by the Direct Placement firm. Selection of a presented candidate will be coordinated with the Office of Human Resources. The Office of Human Resources will make the offer of employment in conjunction with the Direct Placement firm once all required aspects per University policy are complete.

b. Payment

For direct hire placements - the hiring department will be responsible for submitting payment to the firm upon receipt of invoice and according to the agreed-upon rate.

Compliance

As applicable, appropriate background checks must be received from the staffing agency and reviewed by the Office of Human Resources prior to any temporary staff conducting work for the University.