

OFFICE OF COMPLIANCE SERVICES
UVM.EDU/POLICIES

UNIVERSITY OPERATING PROCEDURE

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University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a procedure anywhere else including in printed form or embedded on other websites, it may not be the most current.

Temporary Employees &

Temporary employees are required to follow all applicable University policies and operating procedures that apply to University employees. Hiring departments are responsible for ensuring that employees adhere to these policies and that applicable operating procedures are followed in a timely manner. See the [Policy webpage](#) for the full list of University Policies & Operating Procedures. Hiring departments are

4. APPROVAL TO BEGIN WORK:

Temporary employees may not begin working for the University until all applicable required documents have been received and approved by Human Resource Services. Details regarding required documents for temporary employees, refer to the [Temporary Employee Job Codes Outline](#) section of the Manual. Typically, approval occurs one day following the submission of paperwork to Human Resource Services. Ensuring that documents are approved prior to the employee's start date ensures that job codes and pay rates are appropriate and ensures payment to the employee in the required timely manner.

5. HIRING/VENDORS/EMPLOYMENT AGENCIES:

To reduce the risk of violation to federal and state employment laws, it is preferred to hire temporary employees through one of the Universities approved staffing agencies whenever possible. The University has contracts with staffing agencies [Spherion\(xlsx\)](#), [Westaff\(xlsx\)](#) and [Adecco\(xlsx\)](#). Refer to the Manual for more information on Ro456.92 60.9>.92 60.9>.92 a.1 (r 060.9 0.6 re)-1.5 (a)e58 (e)6.9 (2.072 0 6(

documents are required in order to activate and pay these non-employees employee, please see the [Non-employees with Approve Stipend Outline](#)

If the non-employee's record has been deactivated within the last six months, the department may submit a Non-Employee Reactivation Form. This is only appropriate if the details of the record remain unchanged and the individual will be completing the same tasks. In certain situations, it may be permissible for the stipend to be increased as long as it remains "nominal."

Non-employee records will be automatically deactivated after six months of payment. This