

## MavTemp Temporary Employment Services Policy

---

### Contents

- I. [Title](#)
  - II. [Policy](#)
  - III. [Definitions](#)
  - IV. [Relevant Federal and State Statutes](#)
  - V. [Relevant UT System Policies, Procedures and Forms](#)
  - VI. [Who Should Know](#)
  - VII. [UTA Office\(s\) Responsible for Policy](#)
  - VIII. [Dates Approved or Amended](#)
  - IX. [Contact Information](#)
- 

#### **I. Title**

MavTemp Temporary Employment Services Policy

#### **II. Policy**

It is the Policy of The University of Texas at Arlington (UTA or University) to meet short term staffing needs for UTA business units by utilizing a pool of qualified temporary employees who are familiar with the goals, mission, vision, culture, and organizational structure of UTA. To that that end, UTA's Office of Talent, Culture, and Engagement has implemented a Mav Temp program, which may hire and assign members of a pool of temporary workers among UTA business units that are in need of temporary staffing. These temporary assignments are not intended to meet ongoing staffing needs, which should be addressed using the regular recruiting and hiring process.

The process and procedures for hiring Mav Temp Employees are set forth in UTA Procedure [HR-E-PR-37](#) *MavTemp Temporary Employment Services*.

#### **III. Definitions**

N/A

#### **IV. Relevant Federal and State Statutes**

N/A

#### **V. Relevant UT System Policies, Procedures and Forms**

UTA Procedure [HR-E-PR-37](#) *MavTemp Temporary Employment Services*

**VI. Who Should Know**

Any applicant seeking employment through the MavTemp program and any hiring manager seeking to employ a temporary employee through the MavTemp program.

**VII. UTA Office(s) Responsible for Policy**

**Responsible Officer:** Vice President for Talent, Culture & Engagement

**Sponsoring Department:** Human Resources

**VIII. Dates Approved or Amended**

July 10, 2023

**IX. Contact Information**

All questions regarding this policy should be directed to: [mavtemp@uta.edu](mailto:mavtemp@uta.edu)

Send notifications of errors or changes to: [policysite@uta.edu](mailto:policysite@uta.edu)