

## MavTemp Temporary Employment Services Procedure

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### I. Title

MavTemp Temporary Employment Services Procedure

### II. Objective

To meet short-term or sporadic staffing needs, business units across campus may employ staff on a temporary basis through the MavTemp program. These temporary assignments are not intended to meet ongoing staffing needs, which should be addressed using the regular recruiting process. Temporary assignments will vary in their duration and may be ended at any time, for any reason. This policy describes the MavTemp program and the services it provides.

### III. Scope

All staff or faculty administration positions may be filled with a qualified MavTemp Employee.

### IV. Procedure

#### A. Primary Responsibility

1. The MavTemp program provides The University of Texas at Arlington (UTA or University) with a reserve of competent, clerical, secretarial, and administrative personnel to meet the needs for temporary employees of the requesting department.

2. The use of outside staffing agencies is discouraged. Private agencies should be used only after it is determined that no qualified individual is available through the MavTemp program.
3. MavTemp candidate pools and business processes will be administered by Talent Acquisition within the Office of Talent, Culture, and Engagement.

## **B. Application Process**

All applicants must complete the online application process and apply to MavTemp opportunities through the UTA website. The process includes a preliminary screening, a series of interviews, professional reference checks, and proof of education or certified credentials. All applicants must meet required qualifications to be considered eligible and part of the MavTemp pool for employment.

## **C. Background Checks**

All MavTemp Employees are subject to UTA Procedure [HR-E-PR-23](#) *Criminal Background Checks* before being accepted into the program or prior to starting an assignment.

## **D. Orientation**

All MavTemp Employees receive a customized handbook and will attend New Employee Orientation. They will also receive basic training prior to their first assignment.

## **E. Requests**

Requests for temporary employees may be submitted online at [www.uta.edu/mavtemp](http://www.uta.edu/mavtemp).

## **F. Assignments**

All MavTemp assignments are considered 'Temporary Appointments' as defined in UTA Procedure [HR-E-PR-01](#) *Staff Employment Procedure*. Employees may be assigned part-time or full-time hours. Length of assignments are determined by the hiring department, but in no case can an assignment exceed four months. Any MavTemp working four consecutive months in one or more assignments must have a full thirty-day break from service before working another assignment. MavTemp employees are not eligible for merit, promotions, or longevity pay.

## **G. Timekeeping**

All timekeeping records are maintained in the official TCP timekeeping system. Temporary employees are responsible for submitting timecards and any timecard adjustments within the proper time period in accordance with the [HR-E-PR-36 Timeclock Procedure](#). Time will be reviewed and approved by the department supervisor and department timekeeper.

## **H. Benefits**

MavTemp employees have no guaranteed schedule of work beyond their current assignment and are not eligible for all University benefits. MavTemp employees are eligible for a staff parking permit, jury duty, time off to vote, military leave (without pay), unemployment compensation insurance, and overtime pay for hours worked in excess of forty hours per week (at time and one-half) with prior supervisor approval.

## **I. Temp to Hire**

MavTemp Employees may be considered internal candidates for the internal recruitment process.

1. To be considered for any position vacancy, a MavTemp Employee must apply through the regular employment process.
2. If a department selects a MavTemp Employee for a regular position, the Talent Acquisition office should be notified immediately. There may be a conversion fee chargeable to the department to cover the cost of recruiting, screening, and training a replacement MavTemp.
3. Once notified, the Talent Acquisition office will mark the candidate as hired and remove them from the MavTemp pool of candidates.
4. The employing department will initiate the hire following the same steps as hiring a regular full-time employee.
5. MavTemp employees who have become full-time regular employees will receive a new service date and begin to accrue benefits from the new service date. Since temporary employees are not eligible for benefits, any employee who converts from a temporary employee to a permanent employee will not receive any type of service credit for time in the temporary appointment.

## **J. Ending an Assignment**

Once the services of a MavTemp Employee are no longer required, it is the hiring manager's responsibility to notify a Talent Acquisition representative. The representative will advise the MavTemp Employee of the

discontinuation of the assignment. Exceptions to this practice must be reviewed and approved by the Talent Acquisition office.

**V. Definitions**

**MavTemp Employee:** An employee who is hired into the MavTemp program in a non-benefit position.

**VI. Relevant Federal and State Statutes**

N/A

**VII. Relevant UT System Policies, Procedures and Forms**

UTA Policy [HR-E-PO-18](#) *MavTemp Temporary Employment Services*

UTA Procedure [HR-E-PR-01](#) *Staff Employment Procedure*

UTA Procedure [HR-E-PR-23](#) *Criminal Background Checks*

UTA Procedure [HR-E-PR-36](#) *Timeclock Procedure*

**VIII. Program Website 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.

**IX. UTA Office(s) Responsible for Procedure**

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

**Sponsoring Department:** Human Resources

**X. Dates Approved or Amended**

July 10, 2023

**XI. Contact Information**

All questions regarding this procedure 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)