|  |  |
| --- | --- |
| **logo-1c-small** | **Approved By:** Cabinet  **Effective Date:** 9/1/16  **Supersedes issue of:** N/A |
| **Category:** Human Resources  **Contact:** Director of Human Resources  631-420-2107 |

**POLICY**

Staff assignments of limited duration may be filled using a temporary service agency. Arrangement to hire any temporary personnel must be arranged through the Department of Human Resources. Temporary staffing is available to departments to complete day-to-day work while posting and recruiting for a replacement or for extra assistance to complete a short-term project. Temporary staffing appointments cannot exceed four (4) months.

**PROCEDURE**

1. The Temporary Staffing Agency Request form must be completed and approved by the area Vice President and Budget.
2. The form can be located on the website at: <https://www.farmingdale.edu/administration/administration-finance/human-resources/pdf/temporary_staffing_form_2017.pdf>
3. Once approved, the request form will be submitted to Human Resources
4. Human Resources will contact the staffing agency to request a temporary staff member.
5. Human Resources will contact the hiring department with the temporary employee information.
6. Temporary Staff must first report to Human Resources to produce a photo ID and Social Security card, or a valid U.S. Passport which will be copied.
7. Human Resources will arrange for a temporary parking pass, a temporary Farmingdale ID, and computer access.
8. If a temporary is needed for more than four months, the department manager must request an extension, with justification, to the area Vice President. The Vice President must forward the request, with their approval, to Human Resources at least one week prior to the scheduled end of the appointment.

**RELATED POLICIES**

**Farmingdale State College Search Procedure Manual**

<https://www.farmingdale.edu/administration/administration-finance/human-resources/pdf/search_procedure_manual_revised_09092016.pdf>

**Part Time Recruiting and Hiring**

<https://www.farmingdale.edu/administration/administration-finance/human-resources/pdf/part_time_recruiting_and_hiring_final_9_9_16_revised.docx>