TEMPORARY SERVICES B095

01/01/2007

PURPOSE

To provide a procedure for filling vacancies temporarily through a temporary services pool.

DEFINITIONS

Temporary Services (Pool) A group of qualified applicants willing to work on a short term, temporary basis, and are available to departments who may have a need for additional employees.

POLICY

Requests for temporary pool staff must be directed to the Human Resource Office. HR will post positions on HR websites. This Office will endeavor to fill such requests using qualified individuals who have been screened and assigned specifically to the temporary services pool. Should qualified applicants not be available through the Temporary Services Pool, the Temporary Services Coordinator will contact an approved temporary employment agency with whom the University has entered into a contractual agreement. The individual department requesting temporary staff will be responsible for all charges for agency personnel and temporary pool employees placed through this service.

PROCEDURE

The Human Resource Office will screen, test, and place qualified applicants into the following assignment classifications:

- GENERAL CLERK - Requirements include high school graduation or equivalent and one to six months office experience in basic clerical skills including filing, answering telephones, simple math, etc. Typical duties include performing general clerical work which is routine following a relatively standard procedures; e.g., filing, answering the telephone, taking messages, receptionist duties and photocopying.

- RECEPTIONIST/SENIOR CLERK - Requirements include high school graduation or equivalent, one year office experience and basic receptionist and/or clerical skills with light typing. Typical duties include performing a variety of receptionist, secretarial and clerical tasks; e.g., answering telephones, taking messages, running miscellaneous errands, typing forms, cards and lists, etc., and a variety of other clerical duties relating to the area or department assigned. The above may not be all inclusive.

- SECRETARY - Requirements include high school equivalency diploma, one year office experience, basic clerical skills and good typing skills. Typical duties include performing a variety of secretarial and clerical tasks; e.g., typing reports, correspondence, forms and cards, scheduling appointments, answering telephones, taking messages, running miscellaneous errands, photocopying and sorting and distributing mail. The above may not be all inclusive.
- SENIOR SECRETARY - Requirements include high school equivalency diploma, two years office experience, clerical skills and strong typing skills.
  Typical duties include performing a variety of secretarial and clerical tasks; e.g., transcribing dictation, receptionist duties, filing, answering telephones, taking messages, opening and distributing mail.

- MEDICAL SECRETARY - Requirements include high school diploma or equivalent, at least two years experience in medical office, proficiency in medical terminology, strong typing skills, shorthand and/or dictation experience may also be required.
  Typical duties are basically equivalent to Senior Secretary duties. The above may not be all inclusive.

- WORD PROCESSING OPERATOR - Requirements include high school graduation or equivalent, one year word processing experience and strong typing skills.
  Typical duties include operation of word processing equipment. The above may not be all inclusive.

- DATA ENTRY OPERATOR - Requirements include high school graduation or equivalent with at least one year's experience in data entry.
  Typical duties include performing a variety of data entry work; e.g. reviewing source documents for accuracy, entering/retrieving information by accessing the appropriate files, etc. The above may not be all inclusive.

- CASUAL WORKER - Other casual workers as approved by the Human Resource Office.

TO REQUEST A TEMPORARY EMPLOYEE GABLES/RSMAS CAMPUS

When a temporary employee is needed, the department must complete a Temporary Request Form (found on the Internet at , or in case of emergency, call the Temporary Services Coordinator in the Human Resource Office on the Coral Gables campus at 284-6589. After determining the qualifications and probable length of assignment, a decision will be made by the Temporary Services Coordinator whether the request will be filled from either the University's Temporary Services Pool or through an outside agency. The Coordinator will inform the department of the prevailing wage rates involved.

TO REQUEST A TEMPORARY EMPLOYEE MEDICAL/SOUTH CAMPUS

When a temporary employee is needed, the department must contact the Medical Human Resource Office at 243-5640. After determining qualifications and probable length of assignment, a decision will be made by the Temporary Services Coordinator whether the request will be filled from either the University's Temporary Services Pool or through an outside agency. The Coordinator will inform the department of the prevailing wage rates involved.

The Human Resource Office will be responsible for initiating and processing the appropriate appointment forms, Time Reports and charges to the using department for all hours worked by the temporary employee.