The University of Houston has a contract for temporary personnel services.

All requests for temporary personnel in the University Center and Satellite must be submitted to the University Center Administrative Services and Operations Office.

When submitting a request, include the following information:
* Unit name and cost center information
* Essential duties of the job
* Experience and/or education requirements
* Specific equipment to be used
* Length of assignment
* Hours of work
* Person to whom the temporary is to report
* Reason for the assignment
* Further information relevant to the assignment which will help to make this a successful placement

The unit will submit the signed request to the temporary personnel services on-site coordinator in Human Resources.

Temporary employees are guaranteed a minimum of four (4) hours per day. A temporary appointment becomes a “regular” part-time appointment and is benefits-eligible whenever an individual is employed for at least twenty (20) but less than forty (40) hours per week for a period of longer than four and one-half (4.5) continuous months, and is not employed in a position which requires student status as a condition of employment.

All additional temporary employment must meet MAPP 02.03.02 and SAM 02.A.34 requirements.

Last revised on 8/31/2012

REVIEW AND RESPONSIBILITY
Responsible party: Student Life Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr. Noel J. Clarke, Director Business Operations