



# University of New Haven

## *Human Resources Policy/Procedure*

<b>Policy / Procedure Title</b>	<b>Applicability / Scope</b>	<b>Purpose</b>	<b>Effective Date</b>	<b>Responsible Party</b>	<b>Pages</b>
Contingent Worker Policy	Supervisory Employees	Provide all supervisory employees with the policy related to obtaining contingent workers and how long they are permitted to work at the University.	7/1/19	Vice President Human Resources	2

The University recognizes the occasional need to secure contingent workers (“CW”) to perform ad-hoc work. A contingent worker is an individual who is employed by a staffing agency and who will work through that agency to address a specific University need for a defined and limited period of time. The contingent worker is paid by the staffing agency and is not considered an employee of the University. In order to comply with federal ERISA law, contingent workers should **not** provide services on a full-time basis for a period to exceed six (6) months. The appropriate contingent worker request form should be completed and signed by the functional VP before forwarding to Human Resources for review and approval.

Contingent worker relationship guidelines are as follows:

- The Human Resource Department is responsible for contacting the temporary agency on behalf of the department and for managing the overall relationship with the agency. Individual supervisors are not permitted to contact the agency directly.
- Wages and benefits supplied to a contingent worker are determined and provided exclusively by the agency. University employees should not have any discussion with the contingent worker on the following: billing rates paid by the University to the agency; wages and benefits paid to the contingent worker by the agency, University pay structure and benefits; the University’s needs for a contingent worker; any work beyond the immediate assignment and possibilities for employment at the University.
- A supervisor may provide direction to the contingent worker with respect to a specific assignment performance and conduct issues. However, any other issues shall be addressed with

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the agency through the Human Resources Department or the contingent worker directly to their agency. Contingent workers shall not participate in any employee committees or task forces. Employees, including managers and supervisors are not permitted to provide any verbal or written response to external requests for information and/or references about any contingent worker. These types of requests should be referred back to the contingent worker's employer, the agency. If the contingent worker is a former employee and a manager or supervisor receives a request for information and/or references, these requests must be referred to the Human Resources Department.

- Contingent workers are to comply with all University security, safety and other business practices. Contingent workers shall not have independent access to University equipment and facilities, including information systems hardware and databases, unless their responsibilities so require. Contingent workers shall not have access to confidential, trade secret or other sensitive information unless absolutely required.
- Contingent workers shall not receive or use University business cards, credit cards or stationary (except for internal purposes). The University shall make no direct payments of any kind to a contingent worker.
- Contingent workers shall not attend any meetings that do not relate to or are not required for their specific assignment. Generic training, e.g., software training, EEO and safety) is the responsibility of the agency. The University shall not provide self-development training to a contingent worker.
- Contingent workers are ineligible for any form of cash or non-cash recognition awards. If a supervisor desire to recognize the superior performance of a contingent worker, he or she may do so only through the local Human Resources Department. Contingent workers may not attend department recreational or social events.
- All compensation and benefits for a contingent worker shall be provided by the agency. The University shall not pay contingent workers for absences due to illness, vacation, holiday, jury duty, bereavement, personal business and emergency closings. Contingent workers are not entitled to participate in any University benefit plan or plans and are not eligible for any University fringe benefits.
- Contingent workers are not permitted to represent themselves as University employees.