

# Wilberforce University

## Request for Temporary Employee

Date: \_\_\_\_\_ Dept. Name: \_\_\_\_\_ Account No: \_\_\_\_\_

\_\_\_\_\_  
Name of Employee Temporarily Replaced

\_\_\_\_\_  
Position Title

Date Temp Needed: \_\_\_\_\_ Length of Assignment: \_\_\_\_\_

Start Time: \_\_\_\_\_ a.m. p.m.

End Time: \_\_\_\_\_ a.m. p.m.

Description of Duties: \_\_\_\_\_  
\_\_\_\_\_

Skills Required: \_\_\_\_\_  
\_\_\_\_\_

Is the employee being replace a member of the DPSU? \_\_\_\_ Yes \_\_\_\_ No

If the position being filled by a Temp is a DPSU position please note the following:

Supervisors of DPSU employees should pay special attention to the following excerpts from the DPSU contract regarding the hiring of temporary employees to work in open DPSU positions.

*The University will use temporary or third party employees to perform bargaining unit work under the subcontracting clause only in the following circumstances.*

- a. **An emergency** - a situation where it is necessary to have bargaining unit work performed immediately and no bargaining unit employee is available. The temporary employee under emergency circumstances will be employed for a period no longer than ten (10) work days.
- b. **Short-term temporaries** - a situation where a posted bargaining unit position is vacant but not yet filled. The temporary employee under these circumstances may be employed for a period no longer than three (3) months.
- c. **Long term temporaries** - a situation where a temporary is needed to fill a position of a bargaining unit employee who has been granted a leave of absence under terms of the DPSU contract. The temporary employee under these circumstances may be employed for the length of the granted leave of absence.

**Note: A new Request for Temporary Employee is required if the temp will be needed beyond the time requested and approved by this document.**

Approvals:

\_\_\_\_\_  
Division Head                      Date

\_\_\_\_\_  
Manager, Human Resources                      Date

\_\_\_\_\_  
Controller                      Date

\_\_\_\_\_  
Vice President                      Date  
Administrative & Financial Affairs

Comments:  
\_\_\_\_\_  
\_\_\_\_\_