

Policies of the University of North Texas	Chapter 10
10.045 Contracted Workforce—For Contract Under \$10,000	Fiscal Management

Policy Statement.

Application of Policy. Appropriated Funds (Accts. 1XXXX-4XXXX, 68XXX & 845XX)

Definitions. None

Procedures and Responsibilities.

Contracted Workforce procurements covered by this policy are typically in four categories:

- i. Temporary workers supplied by staffing companies;
- ii. Independent contractors;
- iii. Consultants; and
- iv. Contracted Services to be performed by the vendor.

When preparing to issue a requisition for contracted, temporary workers, the department should always use the current UNT contract for temporary workers. Additionally, the department must attach the form for Temporary Contracted Workforce Payments to document that due consideration has been given to the decision to use temporary workers in lieu of employees.

When preparing to issue a requisition to pay an individual as an independent contractor or consultant, in addition to the necessary documentation of the individual's independent status, the form for Temporary Contracted Workforce Payments will need to be attached. Filing this form with the requisition documents that due consideration has been given to the decision to use an independent contractor or consultant in lieu of UNT employees.

When preparing to issue a requisition to a company for contracted services or a consultant project, the form for Temporary Contracted Workforce Payments will need to be attached. Filing this form with the requisition documents that due consideration has been given to the decision to use the company in lieu of performing the project with UNT employees.

Contracted Workforce Payments:

(for new contracts, amendments to existing contracts and renewals of existing contracts)

Name of Individual

or Company _____ Date _____

Department _____

Employee Responsible for Project or Task _____

Brief Description of Project or Task to be Performed (check one):

Temporary workers to cover vacancy due to termination, retirement or extended illness

Temporary workers to help during a seasonal increase in volume (i.e. registration, orientation, etc.)

Guest Lecturer or Speaker

Instructor for a Continuing Education-type class or seminar

Computer Software Maintenance

Computer Hardware Maintenance

Professional Services --- Briefly Describe

Other – Briefly describe

Estimated time that temporary workers will be needed if applicable _____

Date set for completion of project or task _____

If "Other" was checked above, why was the decision made to use temporary workers, independent contractor or consultant?

Signature of DeptID or ProjID Holder _____

Contract Workforce Categories:

Consultant Services	Consultant Svcs—Computer	Educational/Training Svcs
Financial & Accounting Svcs	Legal Svcs	Medical Svcs
Veterinary Svcs	Guest Lecturers/Speakers	Other Professional Svcs
Investment Counseling Svcs	Architectural/Engineering Svcs	Maint/Repair—Computer Software

Maint/Repair Computer
Hardware

Temporary Employment
Agencies

Computer Programming Svcs

Cleaning Svcs (Includes
Rental of Uniforms)

Data Processing Svcs

Purchased Contracted Svcs

Responsible Party: Associate Vice President for Finance/Controller

References and Cross-references.

None

Approved: 6/1/2000

Effective:

Revised: 8/01; 11/05;

*4/2011 format only