

SECTION 33. CONTRACTED WORKFORCE FOR CONTRACTS UNDER \$10,000

APPLICABILITY: APPROPRIATED FUNDS (ACCTS. 10000-49999, 61000-61999, 62000-62099, 62200-62299, 80200-80399, 80800-80849, 80700-80799, 80850-80879)

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

1. Temporary workers supplied by staffing companies
2. Independent contractors
3. Consultants
4. Contracted Services to be performed by the vendor

When preparing to issue a purchase order for contracted, temporary workers, the department should always use the current Health Science Center 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 purchase order 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 purchase order documents that due consideration has been given to the decision to use an independent contractor or consultant in lieu of Health Science Center employees.

When preparing to issue a purchase order 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 purchase order documents that due consideration has been given to the decision to use the company in lieu of performing the project with Health Science Center employees.

Legal Source: General Appropriations Act, Article IX, Section 4.07

Contracted Workforce Payments

(For new contracts, amendments to existing contracts and renewals of existing contracts under \$10,000)

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 Account Holder _____

CONTRACT WORKFORCE CATEGORIES:

Consultant Services	Consultant Svcs---Computer	Education/Training Svcs
Financial & Accounting Svcs	Legal Services	Medical Services
Veterinary Services	Guest Lecturers/Speakers	Other Professional Svcs
Investment Counseling Svcs	Architectural/Engineering Services	Maint/Repair-Computer Software
Maint/Repair-Computer Hardware	Temporary Employment Agencies	Computer Programming Services
Cleaning Services (Includes Rental of Uniforms)	Data Processing Services	Purchased Contracted Services