

# New York University

## UNIVERSITY POLICIES

**Title:** Temporary Employee Policy – New York  
**Effective Date:** February 10, 2021  
**Supersedes:** April 1, 2000  
**Issuing Authority:** Executive Vice President  
**Responsible Officer:** Human Resources

### **Statement of Policy**

Periodically, a School or Unit may require temporary staffing assistance to fill in for a regular employee or to work on a special project. In such cases, the School or Unit shall first consider hiring a student employee, in consultation with their HR Officer or HR Business Partner. In cases where temporary staffing needs cannot be met through student employment, the School or Unit can, depending on the circumstances described below, either: (a) retain a temporary worker employed by an outside agency, or (b) employ a temporary worker on University payroll.

### **To Whom the Policy Applies**

This Policy applies to the process of requesting and retaining temporary workers to provide services at New York University in New York (hereinafter, “NYU” or “the University”).

### **Policy and Procedures**

#### **I. Student Employees**

When in need of temporary assistance, a School or Unit shall first consider if a student employee can provide such assistance. Approval will not be granted through the iBuy process for other forms of temporary staffing assistance unless the School or Unit establishes that a student employee cannot perform the work. For instructions on hiring student employees, please contact the NYU Wasserman Center at 212-998-4730 or [oncampusemployment@nyu.edu](mailto:oncampusemployment@nyu.edu).

#### **II. Temporary Workers Employed by Outside Agencies**

Under appropriate circumstances, as further defined in this Section, a School or Unit may seek approval to retain a temporary worker employed through an outside agency through the iBuy process. Note: Where a School or Unit has directly identified a candidate to perform the temporary work, the School or Unit should consult with -- and must receive approval from -- the appropriate HR Officer/Business Partner as to the appropriate process to follow to retain the services of the temporary worker.

## ***Initial Request***

The approval process for retaining a temporary worker employed through an outside agency requires the School or Unit to complete the Temporary Worker (Outside Agency) Request Form and to *submit the completed form through iBuy* for review. As part of this process, the School or Unit shall provide the following information:

- A. *Reason for Request* – reasons may include: (i) coverage while a regular employee is on leave; (ii) coverage while recruiting for a vacant position; (iii) project-based support for a defined time period, (iv) seasonal needs during peak periods, and (v) other temporary assistance deemed necessary and appropriate.
- B. *Type of Work* – whether the work is administrator-level or staff-level work.
- C. *Work Responsibilities* – the duties required of the temporary worker and any necessary skills.
- D. *Duration* – proposed start and end dates (subject to limitations below), and number of hours per day and per week.
- E. *Budgetary Considerations* – maximum acceptable billing range/rate by the outside agency.
- F. *Justification* – why a student employee cannot fulfill the temporary staffing need.

\*To avoid delays in the approval process, the School or Unit should first consult with the appropriate HR Officer/Business Partner, and the appropriate Finance Officer, prior to submitting the request in iBuy.

## ***Approvals***

All iBuy requests must be reviewed and approved by the appropriate HR Officer/Business Partner, and Finance Officer. ***Approval to retain a temporary worker employed by an outside staffing agency may not exceed three (3) months for staff-level work, or six (6) months for administrator-level work, unless an extension is granted (as set forth below).***

## ***Request for Extension***

Under appropriate circumstances, a School or Unit may seek an extension to continue to retain a temporary worker employed through an outside agency. Requests for extension should be made within two (2) weeks of the temporary worker's end date, or as soon as possible thereafter.

The approval process requires the School or Unit to complete the Temporary Worker (Outside Agency) Request Form – Extension, and submit the completed form through iBuy for review. As part of this process, the School or Unit shall provide the following additional information:

- A. *Reason for Requested Extension* – reasons may include: (i) unanticipated extension of regular employee's ongoing leave of absence, where a temporary worker has been providing coverage; (ii) unanticipated delays in the recruitment and hiring process for a vacant position, where a

temporary worker has been providing coverage; (iii) unanticipated extension of project deadlines, where a temporary worker has been providing project-based support; and (iv) other circumstances deemed necessary and appropriate.

- B. *Duration* – proposed start and end dates, and number of hours per day and per week. ***Extensions will generally not be approved beyond three (3) additional months for staff-level work, and (6) additional months for administrator-level work.***
- C. *Budgetary Considerations* – maximum acceptable billing range/rate by the outside agency.

### ***Approvals of Extensions***

All iBuy requests for extensions must be reviewed and approved by the appropriate HR Officer/Business Partner, and Finance Officer, as well as by Employee Relations (for staff-level work) and by Talent Acquisition (for administrator-level work).

### **III. Temporary Workers Employed On University Payroll**

In limited circumstances where it is not appropriate to retain a temporary worker employed by an outside agency, a School or Unit may seek to hire a temporary worker on University payroll. In such cases, the School or Unit must first consult with the appropriate HR Officer/Business Partner and Finance Officer; and the HR Officer/Business Partner must, in turn, consult with Talent Acquisition. Following such consultation, the School or Unit will be informed by the appropriate HR Officer/Business Partner whether it can proceed with the following process of retaining a temporary worker on University payroll.

- A. ***Initial Request and Approval.*** The approval process for retaining a temporary worker on University payroll requires the School or Unit to complete the Temporary Worker (University Payroll) Request Form and to submit the completed form to the appropriate HR Officer/Business Partner, and Finance Officer. As part of this process, the School or Unit shall provide the following information:
  1. *Reason and Justification for Request* – reason(s) for request, including why a student employee, or a temporary worker employed by an outside agency, cannot fulfill the temporary staffing need.
  2. *Type of Work* – whether the work is administrator- or staff-level work.
  3. *Work Responsibilities* – the duties required of the temporary worker and any necessary skills.
  4. *Duration* – proposed start and end dates (subject to limitations below), and number of hours per day and per week.
  5. *Pay Rate* – questions regarding pay rate shall be directed to the Office of Global Compensation.

***Approvals must be provided in writing, and may be for no longer than three (3) months for staff-level work, and for no longer than six (6) months for administrator-level work, unless an extension is granted (as set forth below).***

- B. ***Posting & Application.*** Upon receiving the necessary approvals, the School or Unit must post the temporary employment position on iCIMS, if the position is for more than three (3) days. In accordance with applicable law, all job postings should include the University's EOE tagline(s). All applicants also must apply through iCIMS, and as part of this process, the applicant will be required to complete an application form and attest to the accuracy of its contents.\*

\*In accordance with applicable law, the applicant will be asked to voluntarily self-identify their race, ethnicity, gender, disability status, and veteran status through iCIMS. *Submission of this information is voluntary and refusal to provide it will not subject the applicant to any adverse treatment. Responses will remain confidential within University Human Resources (HR), OEO, and Institutional Research, as applicable, and will be used only for purposes of the University's affirmative action planning and to satisfy reporting requirements. When reported in the aggregate, data will not identify any specific individuals.*

- C. ***Interviews.*** Following the application review, the applicant also may be interviewed. Interview questions should be job-related, without any reference to protected status (as that term is defined in the University's EEO statement). Examples of acceptable and unacceptable interview inquiries can be found in the [NYU Recruiting and Hiring Policy and Procedure for Administrators and Staff – New York, District of Columbia, and California.](#)

- D. ***Offers & Onboarding.*** Applicants offered a position shall receive a letter setting forth the terms and conditions of the temporary employment, including the start and end date, compensation, any required training, and any contingencies upon which the offer is based. New hires will be asked to voluntarily self-identify their race, ethnicity, gender, disability status, and veteran status in PeopleSync by the start of their employment, in accordance with applicable law and the standards set forth above. New hires also are required to present original documentation verifying their eligibility to work in the United States no later than the first day of employment, in accordance with [NYU's Employment Eligibility Verification \(I-9\) Policy.](#)

- E. ***Recordkeeping.*** For recordkeeping and data tracking purposes, all job seekers must be dispositioned in iCIMS through the appropriate "disposition code." The School or Unit shall work in conjunction with the appropriate HR Officer/Business Partner.

- F. ***Request for, and Approval of, Extensions.*** Any requests for extension of the temporary employment must be made within two (2) weeks of the temporary worker's end date, or as soon as possible thereafter. The approval process requires the School or Unit to complete the Temporary Worker (University Payroll) Request Form – Extension, and submit the completed form to the appropriate HR Officer/Business Partner, and Finance Officer, as well as to Employee Relations (for staff-level work) and by Talent Acquisition (for administrator-level work). As part of this process, the School or Unit shall provide the following additional information:

1. *Reason for Requested Extension* – reason(s) for continuing temporary employment.
2. *Duration* – proposed start and end dates, and number of hours per day and per week. ***Extensions will generally not be approved beyond sixty (60) days for staff-level work, and (6) additional months for administrator-level work.***
3. *Pay Rate* – questions regarding pay rate shall be directed to the Office of Global Compensation.

***All requests for extensions must be reviewed and approved by the appropriate HR Officer/Business Partner, and Finance Officer, as well as Employee Relations (for staff-level work) and Talent Acquisition (for administrator-level work).*** Requests for extension will be granted sparingly.