



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 72.14, **Contract Workforce Procedures**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to outline the procedures to be followed when utilizing temporary or contract workers.

**REVIEW:** This HSCEP OP will be reviewed in September of each odd-numbered year (ONY) by the Directors of Purchasing and Contracting, the Vice President for Human Resources and Director of Budget or designees, with recommendations for revisions submitted to the Chief Financial Officer.

### **POLICY/PROCEDURE:**

1. **Definition of Temporary and Contract Workers.** For the purpose of this HSCEP OP, temporary and contract workers include:
  - (a) Temporary Workers - individuals who are employed by a private "temp" company and are assigned -for a specified period of time.
  - (b) Independent Contracts - individuals who have a contract directly with TTUHSC El Paso.
  - (c) Contract Company Workers - individuals who work for a contract company.
2. **Departmental Procedures.** Departments submitting contracts or purchase orders on appropriated funds are required to document their utilization of contract labor by providing the following:
  - (a) An explanation of why TTUHSC El Paso is contracting for services in terms of agency mission, expertise, productivity, cost, workforce or other relevant factors. Specific issues that must be addressed are:
    - (1) How the use of temporary or contract workers applies to TTUHSC El Paso's mission, goals and objectives.
    - (2) Why temporary or contracted workers are required.
    - (3) The need for these particular skills in the future.
    - (4) Fluctuations in the workload.
    - (5) Length of time contract workers will be required.
    - (6) The relative productivity of contract workers versus regular employees.
    - (7) The nature of services to be provided.
  - (b) Documentation of personnel issues including how the work will be assigned, supervised and evaluated.
  - (c) A cost benefit analysis of contracting for services.

- (d) A plan of how the department will ensure that work performed is completed on time, within budget and within contract specifications. The department is responsible for monitoring the contract workforce and reporting to the Director of Purchasing any material occurrences of non-compliance.
- (e) An FTE calculation on the services provided.

Departments must complete and attach the “Contracted Work Force Cost Benefit Analysis” form to the TechBuy requisition when contracting or purchasing temporary or contract workers using State appropriated funds and the cost is \$10,000.00 or more. The form can be found at <https://el Paso.ttuhs c.edu/fiscal/businessaffairs/purchasing/PurchasingForms.aspx>.

The number of full-time equivalent employees (FTE's) paid on Educational and General (E&G) funds is limited by the Legislature. Hours paid from E&G funds to contract or temporary workers who fill a position for more than half the work days of any 12-month period will be included in the FTE calculation.

- 3. The process for hiring of temporary (“temp”) workers will be managed by the Department of Human Resources (HR). All temp hires are subject to HSCEP OP’s and requirements.
  - (a) Hiring departments shall be responsible for submitting completed documentation to include Vice President, Dean or designee signed approval. HR will not submit to the designated temp agencies without all required documentation from the hiring department.
  - (b) Hiring departments will be responsible for generating the temp New Hire and Termination ePAF(s).

- 4. **Contract Workforce Information.** The State Auditor’s Office (SAO) has published *Best Practices and Guidelines for Effectively Using a Contract Workforce* (SAO Report No. 99-326) located at [www.sao.state.tx.us/resources/manuals/workforce/](http://www.sao.state.tx.us/resources/manuals/workforce/). Questions concerning temporary and contract workers should be addressed to either the Directors of Purchasing or Contracting, as applicable.

- 5. **Right to change policy.**

TTUHSC El Paso reserves the right to interpret, change, modify, amend or rescind this policy in whole, or in part, at any time without the consent of employees.