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:

<table>
<thead>
<tr>
<th>Consultant Services</th>
<th>Consultant Svcs—Computer</th>
<th>Educational/Training Svcs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial &amp; Accounting Svcs</td>
<td>Legal Svcs</td>
<td>Medical Svcs</td>
</tr>
<tr>
<td>Veterinary Svcs</td>
<td>Guest Lecturers/Speakers</td>
<td>Other Professional Svcs</td>
</tr>
<tr>
<td>Investment Counseling Svcs</td>
<td>Architectural/Engineering Svcs</td>
<td>Maint/Repair—Computer Software</td>
</tr>
</tbody>
</table>
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*