

## Agency Temp Request Process

### Purpose

Please use this form to request an Agency Temp for your department.

### Guidelines

- Nature of work must be overseen by an Einstein employee (faculty, staff).
- The duration of the entire temp period should **NOT** exceed 90 days.

### Process

1. By selecting the Submit button at the end of this form, you will be prompted to email this form to HR Talent Acquisition for review and approval.
2. Once Talent Acquisition received the request, it will need to be reviewed by Senior Leadership and the Budget Office.
3. If the request has been approved, HR will reach out to discuss a list of agencies to engage in the search to fill the department's need. If it is deemed appropriate, HR may recommend the department hire someone from the Union Layoff list to fill the temporary need.
4. Once a temp has been identified, if applicable, the temp will be contacted by the Office of Occupational Health and Safety for medical screening. If the temp will need training through Environmental Health & Safety, the Department Administrator will need to enroll the temp in relevant training through their office. If the temp is scheduled to work with animals, The Institute for Animal Studies should also be notified.
5. The Agency Temp will need to meet with HR on their first day to receive a memo to obtain their campus issued identification. At that time, they will also complete a confidentiality agreement.

**Processing Time:** Allow up to one (1) week for review, final approval and initial contact by HR, and an additional two (2) weeks if medical screening is required. HR will confirm start date once pre-employment process has been satisfactorily completed. Additionally, the Department Administrator should ensure that the necessary health & safety training is completed to ensure compliance in a timely manner.

**Please Note:** Temps replacing/filling in for Union positions are subject to the guidelines in the Collective Bargaining Agreement. For temp assignments that extend beyond 90 days, you will be required to create an iCIMS Requisition and hire the temp as an Einstein temporary employee.

### Agency Temp Request Form

#### DEPARTMENT DATA

**Supervisor for Agency Temp**

First Name: Last Name: Phone Number:  
 Title: Department: Email Address:

**Department Administrator**

First Name: Last Name: Phone Number:  
 Title: Department: Email Address:

#### THE ASSIGNMENT

**Duration of temp assignment:** From: To:

**Hours of temp assignment:** From: To:  
 (e.g. 9 a.m.-5 p.m.)

**Location of temp assignment:** Building: Floor & Room #:

**Maximum Hourly Rate:** \$ PO #:  
 (Please Note: the rate you will be charged may be slightly higher due to agency fees) If you have an open PO for temps, please note.  
 Index/Org # to be used:

**Please provide reason temp is needed.** (e.g. Leave of Absence Replacement, Project, etc.):

**Will the temp replace an employee?**  Yes  No If yes, Provide Employee's Name and title below:

**Would you like to interview temp candidates after reviewing resumes?**  Yes  No

**Are there required pre-employment clearances?**  Yes  No Provide list of other clearances below:  
 (e.g. medical clearance, child abuse registry) Please complete attached OHS form for medical clearance

**Please provide a list of preferred agencies if applicable:**

**Please write a brief overview of the duties the agency temp will be performing. Include any necessary and special skills the temp needs to be knowledgeable about. (e.g. bilingual is must)**

### Health and Safety Assessment

Finalist Name:		Email Address:	
Job Title:		Department and Subdivision (if applicable):	
Administrator Name:		Hiring Manager Name:	
<b>Pre-Requisite for Pre-employment Physical*</b>			
Will this person work in a laboratory?		<b>Animal Handler</b>	
What is this person's risk of occupational exposure to tuberculosis?		Monkeys	
If routine or high is checked, will this person be using a respirator?		Sheep	
Will this person be at risk of occupational exposure to Bloodborne Pathogens?		Dogs	
* A pre-employment physical is required if one or more of the asterisked items above is checked.		Rodents	
		Cats	
Radiation/Radioactive Materials		Other (Please specify)	
<b>OSHA-Regulated Agents</b>			
Will this person be at risk of occupational exposure to the following OSHA-regulated agents?			
Asbestos		4-Aminodiphenyl	
Alpha-naphthylamine		4-dimethylaminoazobenzene	
Arsenic, inorganic compounds		4-Nitrobiphenyl	
Benzene		3,3'-dichlorobenzidine	
Benzidine		Methyl chloromethyl ether	
b -Naphthylamine		N-Nitrosodimethylamine	
bis-Chloromethyl ether		1,2-dibromo-3-chloropropane	
Ethyleneimine		2-acetylaminofluorene	
Ethylene oxide		Other Hazardous Chemicals	
Formaldehyde		Please specify:	
<b>All Other Infectious Agents (Please specify):</b>			

By submitting this form, the requestor/hiring manager ensures that the above information is correct and accurate.

Requestor's Name:

Date:

Be sure to complete every field before attempting to email. If you are still unable to email the form, please create a PDF document and email it to [careers@einstein.yu.edu](mailto:careers@einstein.yu.edu)