**Human Resource Services**

**Staffing Agency Guidelines**

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An area/college may use a staffing agency to fulfill a temporary work need due to the inability to successfully recruit and retain administrative professional, civil service or temporary hourly employees. Prior to contracting with a staffing agency, an area/college must receive approval from Human Resource Services and Purchasing Services.

**Considerations**

* Staffing agency employs the workers, but WSU directs and controls the day-to-day work performed.
* Staffing agency provides workers for short-term need due to inability to successfully recruit and retain administrative professional, civil service employees or temporary hourly employees in order to meet the short-term workload needs. HRS Labor Relations must be consulted regarding work covered by a collective bargaining unit agreement.
* Area/college must demonstrate recent unsuccessful attempts to recruit or retain staff. Upon successful recruitment of WSU employees, the staffing agency contract will be discontinued.
* Staffing agency contract must address requirement for workers to:
	+ Successfully complete sexual misconduct statement (SMS) for any position in which the staffing agency worker will likely have direct ongoing contact with students in a supervisory role or position of authority.
	+ Background check and meet any WATCH requirements.
* Staffing agency and WSU have responsibility to ensure compliance with Washington minimum wage requirements and labor standards ([RCW 49.46](https://app.leg.wa.gov/rcw/default.aspx?cite=49.46))
* Staffing agencies shall not be used to deny current WSU employees ability to earn reasonable overtime/compensatory time.
* Consider staffing agency hourly rate compared to WSU employees performing similar work.

**Process**

* Area/college receives Appointing Authority approval to pursue use of staffing agency.
* Area/college submits request for staffing agency to HRS. Request must include the following:
	+ Reason staffing agency is needed.
	+ List of job duties staffing agency workers will perform.
	+ Duration of the assignment.
	+ Documentation of unsuccessful recruitment and/or retention efforts, including efforts to recruit temporary hourly employees to perform work.
* Following HRS approval, area/college contacts Purchasing Services for staffing agency contract to include compliance with vaccine mandate.
* HRS and Purchasing Services must approve extension of staffing agency contract.