

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05 Human Resources</b>
<b>05.412 CONTRACT WORKFORCE</b>	

Policy Statement.

It is the policy of the University of North Texas Health Science Center at Fort Worth to maintain a stable workforce comprised of competent faculty and non-faculty employees in order to accomplish its stated mission. There are however, times when use of contract worker(s) is in the best interest of the institution. This policy includes staffing strategies designed to assist departments in managing their contract workforce needs. Strategic staffing is important in the planning and management of increases and decreases in their staffing demands, by providing a cost effective and efficient approach.

Application of Policy.

Regular Faculty and Staff

Definitions.

1. **Contract Workforce:** Contract workforce is defined as independent contractors, temporary workers supplied by staffing companies, contract company workers and consultants.

Procedures and Responsibilities

Procedure / Duty

Responsible Party

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <b>Restrictions on the use of contract workers:</b> In accordance with the General Appropriation Act (77<sup>th</sup> Legislature), Article IX, Section 4.07, a department / administrative unit may not expend appropriated funds for payment of a contract workforce until they have:             <ol style="list-style-type: none"> <li>a.) Evaluated the legal and administrative issues identified in this policy.</li> <li>b.) Conducted a cost benefit analysis of their current workforce.</li> <li>c.) Documented why and how the use of the contract worker fits into the health science center staffing strategy.</li> </ol> </li> </ol> | <p>Department /<br/>Administrative Unit</p> |
| <ol style="list-style-type: none"> <li>2. <b>Staffing Strategies:</b> In determining the appropriate use of a contract workforce, the departmental official shall consider the following:             <ol style="list-style-type: none"> <li>a.) The goals and objectives of the institution and the department.</li> <li>b.) The skills of existing staff compared to the skills required.</li> </ol> </li> </ol>  | <p>Departmental Official</p>                |

- c.) The type of work required.
- d.) The volume of work..
- e.) The time required accomplishing the work.
- f.) The nature of the work (cyclical or ongoing).

3. **Cost Effectiveness:** In determining the appropriate use of a contract workforce, the departmental official shall consider the following: Departmental Official

- a.) Cost of contract workers compared to the cost of salaries and benefits of employees.
- b.) The productivity of contract workers compared to the productivity of employees.
- c.) The cost of training contract workers compared to the cost of training employees.
- e.) How long the contract worker stays on the job as it relates to the costs.

4. **Legal Issues:** In determining the appropriate use of a contract workforce, the departmental official shall consider the following: Departmental Official

- a.) Is the individual(s) a contract worker or an employee?  
The IRS applies a fact-and-circumstances test that distinguishes employees from independent contractors based on the relationship that exists and the control an employer has. Improperly classifying workers can result in tax and benefit liabilities and penalties for the health science center. HRS can help you with this determination.
- b.) The health science center does not discriminate on the basis of race, color, religion, gender, national origin, age, disability, or veteran status in educational programs, activities, policies or employment, or contract workers.
- c.) When the health science center controls the workplace and its environment, it is responsible for providing a safe workplace.
- d.) Does the contract worker need to be licensed or bonded?
- e.) How the contract worker's performance will be monitored.
- f.) Has the Office of General Counsel reviewed the contract?

References and Cross-references.

General Appropriation Act (77<sup>th</sup> Legislature), Article IX , Section 4.07

For additional information on the use of contract workers reference the following Purchasing and Central Services Policies:

Use of Private Consultant Services

10.105 – Contracted Workforce for Contracts Under \$10,000

10.106 – Contracted Workforce for Contracts Of \$10,000 or More

Forms and Tools. (optional)

None

Approved: 9/1/2006

Effective: 9/1/2006

Revised: