Policy Statement.

Contracted Workforce procurements covered by this policy are typically in four categories:

1. Temporary workers supplied by staffing companies
2. Independent contractors
3. Consultants
4. Contracted Services to be performed by the vendor

When preparing to issue a requisition for contracted, temporary workers, the department should always use temporary workers available through Human Resources, if available. 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 Health Science Center 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 Health Science Center employees.

Application of Policy.
Appropriated Funds (DeptID’s 10000-49999, 61000-61999, 62000-62099, 62200-62299, 80200-80399, 80800-80849, 80900-85999, 80700-80799, 80850-80879)

Definitions.

Procedures and Responsibilities.

<table>
<thead>
<tr>
<th>Procedure / Duty</th>
<th>Responsible Party</th>
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References and Cross-references.
General Appropriations Act, Article IX, Section 4.07

Forms and Tools. (optional)

**Contracted Workforce Form B:** For Contracted Workforce orders under $10,000.00

[http://intranet.hsc.unt.edu/departments/purchasing/purchasingdept/forms2.cfm](http://intranet.hsc.unt.edu/departments/purchasing/purchasingdept/forms2.cfm)

Approved: 03/23/2009
Effective: 03/23/2009
Revised: