Mott Community College
Process to Obtain Kelly Services Temporary Employee
Effective October 1, 2013

MCC Manager:

1. Verifies sufficient budget is available.

2. Confirms position is on the List of Approved Agency Temp Positions. If not, contact Sharon Ewles at 762-0449 or Rebecca Martz at 232-7051 for assistance.

3. Completes and submits the Request for Agency Temp Form to appropriate Vice President for approval.

4. Upon VP’s approval, submits Request for Agency Temp Form to Shannon Remington at Kelly Services:

   o Email: reminsm@kellyservices.com
   o Fax: (810) 230-6960
   o Telephone: (810) 230-1644

5. Reviews resumes; interviews and selects temporary employee.


7. Enters a Datatel requisition for a BPO

8. Provides the temporary employee:

   o Safe and suitable workplace
   o Adequate internal controls, supervision & instruction
   o Necessary site-specific training (chemical, physical, or biological hazards; confidentiality requirements) where applicable
   o Emergency procedures
   o Rules, policies, protocols specific to their assignment
   o Supervision for assigned employees using motorized equipment or those handling cash, keys or confidential student records

9. Promptly notifies Kelly Services of:

   o Any injury suffered by temporary employee
   o Concerns or complaints about a temporary employee’s conduct or performance
   o Approval of submitted time worked by employee
Agreement Dates
October 1, 2013 through September 30, 2016; two optional one year renewals

Mark-Up Rates
41% - Temporary and Temporary-to-Hire (employee is recruited & referred by Kelly Services)
38% - Payrolled or Transitioned (employee referred by MCC or transitioned from another agency)

Kelly Services’ Screening Process
- Employment and education
- Knowledge, skills and abilities, including applicable software testing
- Qualifications meet MCC’s position requirements
- Criminal background
- Drug screen (hair)

Miscellaneous
- Kelly Services is MCC’s sole temporary staffing vendor. If unable to fill a position, Kelly will subcontract with another agency.
- Temporary employees assigned through another agency will be transitioned to Kelly Services the month following the employee’s one year anniversary of working at MCC
- Temporary-to-regular hire process (i.e., Custodian and Groundskeeper) must adhere to obligations of MCC’s affirmative action plan
- Placement fee for temp-to-regular will be waived after employee has worked 960 hours on assignment at MCC