

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Standard Administrative Procedure for Contract Workforce

SAP No.: PP-595

Approved by:

Date: 11/8/2001

1. GENERAL

1.1. Prior to engaging a contract workforce or contract worker using state appropriated funds, the department shall:

- 1.1.1. Determine why and how the use of contract workers fits into the departmental staffing strategies by considering departmental mission, goals, and objectives, existing future employment skills needed, compensation costs, productivity and workload.
- 1.1.2. Conduct a cost benefit analysis, and
- 1.1.3. Examine prior state employment issues described in System Regulation 25.99.03, Section 1.5 and the legal distinctions between an employee and a contract worker.

2. PROCUREMENT OF SERVICES

2.1. The procurement of contract workforce services with an anticipated value in excess of \$2,000 shall be in accordance with System Regulation 25.99.99. When state appropriated funds, for a contract in excess of \$10,000, are utilized, the department must enter the appropriate text codes on the requisition to document the requirements of sections 1.1.1 through 1.1.3 above. The text codes are listed below.

2.2. For all purchases that qualify as contract workforce services, including Intra-System purchases, a department shall retain all supporting documentation in accordance with the University retention records.

2.3. Department contract administrators have the following responsibilities:

- 2.3.1. Ensure that any required licensure or bonding specified in the contract is documented.
- 2.3.2. Ensure that the work as specified in the contract is completed and coincides with delivery dates prior to any payments being made.
- 2.3.3. Monitor and assess contractor performance.
- 2.3.4. Ensure written documentation of the scope and character of services to be provided is comprehensive, including details such as references and background checks to be performed, training and oversight to be provided, and lines of authority for hiring, firing, and discipline.

2.4. Text Codes:

- 2.4.1. 108 – The contract worker(s) are temporarily filling a state employee position.
- 2.4.2. 109 – The contract worker(s) are performing seasonal work.
- 2.4.3. 110 – Our department was unable to attract state employees for the needed position(s).
- 2.4.4. 111 – The contract worker(s) are used to perform highly specialized duties.
- 2.4.5. 112 – All contract worker(s) costs were compared with employee(s) costs and were found to be the most cost effective in performing the duties.
- 2.4.6. 113 – Productivity was compared between contract worker(s) and employee(s) and was found to be the most cost effective decision.
- 2.4.7. 114 – Training costs and training investments were compared between contract worker(s) and employee(s) and the contract worker(s) were found to be most effective.
- 2.4.8. 115 – The contract worker(s) duties have been reviewed and have been determined that they met factors necessary to meet necessary independent contractor status.
- 2.4.9. 116 – Contract worker(s) are used to ensure objectivity/avoid conflict of interest.
- 2.4.10. 117 – Contract worker(s) are used to complete labor intensive projects.

Contact for interpretation: Office of Procurement & General Services