

Mott Community College
Temporary Staffing Procedures for Managers
Effective November 1, 2009

Steps:

- 1) Manager verifies that sufficient departmental budget is available. If there is not sufficient departmental budget, manager contacts his/her Vice President for potential budget reallocation within the Division
- 2) Manager obtains Blanket Purchase Order (BPO) number
- 3) Manager calls the approved primary vendor directly:

Primary Vendor: Trillium Staffing Solutions
Contact: Jennifer Miller
(810) 733-7180
jmiller@trilliumstaffing.com

Communicate:

- Position qualifications and number of temporary employees required
- Desired start date and estimated end date of assignment
- The Purchase Order Number and Department name for billing purposes
- Screening process, if applicable (manager can review resumes, interview and select the temporary employee, if desired)

If unable to fill the temporary employment need(s) with the approved primary vendor, manager calls one or both of the approved secondary vendors:

Secondary Vendor: Employment Plus
Contact: Amy Morrison
(810) 667-1262
lapeer@employmentplus.com

If unable to fill the temporary employment need with the approved secondary vendor, the manager may select an outside vendor capable of meeting the need or contact the Human Resources Department at extension 20565 for assistance.

- 4) Managers will provide the temporary employee with appropriate departmental and college orientation.
- 5) Managers will audit and resolve any discrepancies and/or issues with the temporary contract employee and the vendor contact prior to approval of the time card.

Position Summaries and Bill Rates*

The following list of position summaries may assist managers in placing an order with Trillium Staffing. The bill rate given with the summary assumes the lowest hourly pay rate for the position. If needed, managers may request a higher pay rate assuming the rate does not exceed the salary/grade structure outlined in the related collective bargaining agreement. For additional assistance, contact HR at 762-0565.

*The hourly bill rate is a 45% mark-up on the hourly pay rate. The bill rate includes a Michigan criminal background check, education verification and urinalysis drug test.

Office Assistant

Bill Rate: \$12.95

Performs general office duties such as receptionist, typing, word processing, filing duplicating and distribution of materials and mail. One year of successful clerical experience in a high volume, multi tasked environment. Ability to appropriately use and demonstrate basic proficiency with standard office productivity software and tools, including Microsoft Word and Excel.

Secretary/Administrative Assistant

Bill Rate: \$15.90

Clerical duties and qualifications similar to Office Assistant, coupled with additional duties such as scheduling and arranging meetings, taking minutes, organizing special events, maintaining calendars, preparing invoices, ordering supplies, and maintaining filing systems. Requires two (2) years experience in student/customer service and two (2) years clerical experience in an office setting, which may be concurrent. Experience and demonstrated proficiency at the intermediate level with MS Word and at the basic level with Excel and Access.

Executive Administrative Assistant

Bill Rate: \$21.60

Same as Secretary/Administrative Assistant plus the experience and ability to supervise the entire office function. Experience and demonstrated proficiency at the intermediate level with MS Word, Excel and Access. Three years of secretarial or administrative assistant experience in an organization of similar size and complexity. Experience and demonstrated proficiency at the advanced level with MS Word and at the intermediate level with Excel, Access and PowerPoint.

Switchboard/Call Center Support Specialist

Bill Rate: \$15.10

Receives inquiries, emails and web requests in a Call Center environment with an emphasis on performing a variety of transactions such as taking credit card payments, lifting or applying registration holds, resetting passwords, fielding questions regarding any academic program, conducting financial transactions, and changing student status. Requires two years of experience in a high volume customer service environment, professional phone manner, good listening skills and ability to maintain positive disposition under intense pressure. Experience and demonstrated proficiency at the basic level with Excel and database software, such as Access.

Accounting Clerk

Bill Rate: \$17.25

Works with figures to verify accuracy, make calculations, post, record, correct errors and make adjustments. Prepares reports, lists, graphs and/or spreadsheets. Basic accounting functions may be involved such as payroll figures and calculations and balancing accounts. One year experience in accounting office duties; experience and demonstrated proficiency at the basic level with Word and Excel.

Cashier/Clerk

Bill Rate: \$15.95

Responsible for registering students, collecting student tuition and fees, processing incoming checks, adjusting student accounts, monitoring the Staff Window and assisting with the day-to-day cashiering operations. The cashier/clerk is also responsible for general office duties, which may include, telephone work, record keeping and

data collection. One year experience in cashiering procedures. Ability to communicate with tact and courtesy with students, staff and the general public.

Data Entry Clerk

Bill Rate: \$14.40

Responsible for inputting, accessing and verifying computer system information. Must be accurate, skilled in detailed work and proofreading. Data entry experience required.

Special Events – Assembly and Set up

Bill Rate: \$11.50

Assists with the set up and breakdown of equipment (tables, chairs, podiums, etc.) for events both internal and external. Requires the ability to move, transport and/set up equipment weighing up to 50 pounds

Special Events – Food Services

Bill Rate: \$11.50

Assists the Food Services Coordinator with catering set-up when needed. Six months experience in the food service industry. Must be able to move to and from various buildings on campus and be able to transport food and supplies needed for events.

Custodian

Bill Rate: \$13.15

Responsible for the performance of general custodial work required for the continued operation in a sanitary and safe condition of all College facilities. Ability to read, write and follow directions. Must possess strong interpersonal communication skills in order to interact positively with customers, supervisors, associates and visitors when performing day-to-day tasks. Must be able to lift 60 pounds to a height of three feet repetitively and work on ladders up to 12 feet. One year experience in a similar custodial position is preferred.

Groundskeeper

Bill Rate: \$13.15

Responsible for maintaining the College grounds in a safe, functional and attractive condition. Work is performed in a variety of environments involving periodic exposure to chemicals, extreme noise and extreme temperatures requiring the use of protective equipment. Must be able to lift 60 pounds to a height of three feet repetitively. Experience in a similar groundskeeping position is preferred.

Undefined Positions

Bill Rate: 45% Mark-up (on top of hourly pay rate)

Temporary-to-Regular Employment Fee: After temporary employee has completed 100 calendar days on assignment at MCC, the fee would be waived. Hiring temporary employee prior to the 100 days, the fee will be calculated (10% annual compensation) and then discounted one percent for each day the employee worked at MCC.

Direct Hire Fee: 10% of the candidate's first year of anticipated income.