

### **SECTION 33. CONTRACTED WORKFORCE FOR CONTRACTS UNDER \$10,000**

**APPLICABILITY: APPROPRIATED FUNDS (ACCTS. 10000-49999, 61000-61999, 62000-62099, 62200-62299, 80200-80399, 80800-80849, 80700-80799, 80850-80879)**

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 purchase order for contracted, temporary workers, the department should always use the current Health Science Center contract for temporary workers. 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 purchase order 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 purchase order 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 purchase order 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 purchase order 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.

Legal Source: General Appropriations Act, Article IX, Section 4.07

