



MavTemp Handbook

Office of Talent,
Culture and Inclusion

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Welcome to the MavTemp Program

Welcome aboard as a MavTemp (temporary) employee at UTA (University of Texas in Arlington)! We are pleased to have you as part of our team that provides the very best temporary services to the university community.

► *The information in this handbook will be useful in understanding your new role as a temporary employee.*

Mission Statement

MavTemp is a specialized internal support center that caters to the temporary staffing requirements of departments throughout the UTA community, providing them with access to a pool of talented and skilled temporary employees.

The MavTemp program offers several benefits to both manager and employees alike. MavTemp staff can take advantage of many of the resources that are available to regular UTA employees, while simultaneously gaining valuable job experience that can help them grow and develop their careers.

Program Basics

The MavTemp program strives to provide:

- Well qualified administrative professionals
- Exceptional service to hiring managers and departments
- MavTemps who are flexible with their work schedules
- Reliable employees

Working for MavTemp provides the opportunity to gain campus experience and work in interesting and varied environments. You can showcase your talents, education, and skills while exploring campus job opportunities to potentially move into regular full-time employment. If you want to gain the experience of working in higher education, then you are in the right place!

As a unit of the Office of Talent, Culture, and Inclusion, the MavTemp program provides temporary staffing services to departments across campus. While the need for specific skill sets varies depending on the assignment needed at a given time, MavTemp seeks to maintain a diverse pool of candidates who possess a variety of different types of knowledge, skills, and experience.

How MavTemp Works

Departments contact the MavTemp program when they need someone to temporarily backfill a UTA position, have a vacancy due to an emergency, or need assistance during peak season. All MavTemp assignments are temporary.

Each assignment has a defined start and end date. We provide available MavTemp employees to these assignments based on the requirements the department provides us about the temporary position. MavTemp employees should be available to report to work on short notice and be flexible from assignment to assignment.

★ *A temporary assignment can end at any time at the discretion of the department or the MavTemp program.*

Available Positions

Currently the MavTemp program provides candidates with expertise in **Administrative Support**.

MavTemp Employment Process

All individuals interested in employment through MavTemp must successfully complete the application process:

- Complete an online application
- Interview with a MavTemp Recruiter
- Provide at least 3 professional references including a previous supervisor
- Complete a criminal background check

MavTemp will process your application, verify your previous employment, check your references, and assess your skills, experience, and availability. Any offer of employment is contingent pending the completion of a required criminal background check and positive reference check. Please be sure to keep your contact numbers up to date. If we are unable to reach you or our calls are not returned, we will remove you from the availability list.

If you are placed on an assignment and your work is complete, please make sure to make us aware of your availability by contacting MavTemp at mavtemps@uta.edu. If you do not call in when your assignment ends, we will not know you are interested in a new assignment.

Expectations of MavTemp Employees

Performance Expectations

Satisfactory work performance and a positive attitude toward the job are essential requirements for retaining and receiving assignments. **MavTemp will seek performance feedback from the departmental supervisor where you are staffed throughout your assignment and at the end of your assignment.** As a temporary employee, you will follow all work rules in your assigned department including, but not limited to, attendance, dress code, and appropriate work behavior.

Standards of Conduct

As members of the University of Texas at Arlington (UTA or University) community, MavTemp employees are responsible for sustaining the highest ethical standards of the University, and of the broader community in which we serve. MavTemp Employees must be cognizant of, and comply with, the relevant policies, standards, laws, and regulations that guide our work. To assist MavTemp employees with this responsibility, please refer to UTA Policy EI-PO-07 Standard of Conduct Policy and the Principals of Community website <https://www.uta.edu/strategicplan/about/poc.php>

Confidential Information

Confidentiality of records is upheld with the highest level of integrity. Divulgence of confidential information may result in immediate termination.

Safety

The University of Texas at Arlington is concerned about the safety of all temporary employees and is committed to providing a safe, healthy, and orderly workplace. But we also know that a proper attitude and safe workplace practices form the basis of any program.

Please read the following rules and do your part to prevent accidents:

- Observe all warning signs and posted precautions.
- Report any unsafe procedures or conditions to the MavTemp program Talent Acquisition Specialist.
- Report all accidents or work-related injury/illness to the MavTemp program Talent Acquisition Specialist.
- Locate aisles and exits you should use during an emergency.

Attendance

Daily Attendance

Attendance every day of your assignment is essential. You are filling an important role and need in a department. It is equally important the MavTemps report to work on time. If you will be absent from or late to work, inform your assignment supervisor and your MavTemp Talent Acquisition Specialist as soon as possible. This helps MavTemp maintain a productive working relationship with UTA departments.

► *MavTemp will not be able to accommodate recurring absences, tardiness, or no-shows which impact your ability to perform the essential job functions, with or without a reasonable accommodation. Repeated offenses will be reviewed and could be grounds for termination from the MavTemp program.*

Inclement Weather Attendance

It is the employee's responsibility to ask their supervisor and understand the bad weather practices as they apply to their unique work circumstances.

We recommend that employees sign up for the MavAlert Emergency Notification System. Visit <https://www.uta.edu/campus-ops/oem/emergency> for more information.

Personal Appearance

The University of Texas at Arlington is a diverse environment with departments varying from business office, custodial academic, and even the Office of the President. Each environment requires different levels and types of professional dress.

No matter the environment, MavTemp employees are to remain professional in their appearance and actions. If a MavTemp employee is unaware or unclear of what the professional appearance may or may not include, they are instructed to contact the immediate supervisor or the MavTemp Talent Acquisition Specialist.

MavTemp employees will be expected to follow their department dress code guidelines.

Employment Policies and Procedures for MavTemp

Employment Verification and E-Verify

In accordance with the Immigration Reform and Control Act of 1986 ("IRCA"), the University of Texas at Arlington must verify the employment eligibility for all faculty, staff, and student workers paid by UTA and must be verified, **within the first three business days of employment.**

All new or rehired employees, including faculty, staff, temporary and student workers, are to be E-Verified in compliance with federal law. The E-Verify process works together with the I-9 process and is facilitated by the onboarding center. The I-9 and E-Verify process are managed by our third-party vendor Equifax.

References

It is our policy at the University of Texas at Arlington to give work-related reference about how you interacted with the UTA staff and managers, and your performance and attitude while on assignment to potential employers who contact us for references.

MavTemp also conducts thorough reference checks from previous employers. Job-related information we learn, while speaking to your references, may bar you from employment with UTA. It is your responsibility to provide the University of Texas at Arlington with reference information that can be verified.

Benefits Eligibility

The University considers individuals working in the MavTemp program as temporary employees who work on irregular assignments. Temporary employees are **not eligible** for any UTA benefits or privileges of full-time employment. MavTemp employees can take advantage of some of the on-campus resources available to all UTA employees.

Supervision

Although you are reporting to a department manager when on assignment, MavTemp remains your primary employer. Any concerns or questions you have about your assignment should be directed to the MavTemp office. You may receive coaching from your department manager and your MavTemp Talent Acquisition Specialist to help you be successful in your role. If you have received conflicting information and need assistance, please contact your MavTemp Talent Acquisition Specialist directly.

Duration of Assignments

Your appointment length may vary based on assignment. The longest that your position may last is 90 days. You can be re-employed in a new temporary assignment or re-employed in the same assignment after a 31 day or full month break in employment. MavTemp will notify you as this mandatory break assignment is approaching.

► *Employment through MavTemp services may be terminated at any time with or without cause and UTA is an at-will employer.*

ID Cards

A MavID may be required for your assignment. MavTemp employees may obtain a MavID at the MavID office after they have completed all the new employee onboarding and have been entered into the system and provided with a NetID and Employee Number. For more information on the MavID card and to locate the office on campus, visit <https://www.uta.edu/campus-ops/mavexpress/>

★ *Upon completion of each assignment or during the mandatory break, ALL MavTemps must surrender their MavID to a MavTemp Talent Acquisition Specialist. The ID can be picked up once a new assignment is started.*

Parking

All employees and students are required to purchase a parking pass at the individual's expense. All MavTemps will be provided a free parking pass for the duration of their assignment. The MavTemp Talent Acquisition Specialist will assist you in registering your vehicle with the Office of Parking and Transportation. As a reminder, your permit allows you to park in Faculty/Staff designated parking lots. To locate an acceptable parking lot, visit [parking maps](#).

TCP (Time Clock Plus) Timesheets

TCP is the university's electronic timekeeping system that allows MavTemp employees to easily input and track their hours worked. As an employee of MavTemp, you will be paid on the UTA Bi-Weekly pay schedule. Your hours will be recorded as you clock in and out using the web clock feature on your computer.

Please see your department manager on the first day of your assignment for instructions on where and how to clock IN/OUT. **It is your responsibility to maintain an accurate record of your time in TCP to ensure that you are paid correctly and on time.** Detailed instructions in regards to how to use this system will be done during onboarding but can also be reviewed by visiting <https://www.uta.edu/business-affairs/training/training-business-apps.php> for a full list of guides regarding the use of TCP – Employee.

► *If you are late in submitting your timesheet, you may not be paid until the following pay period.*

Breaks and Lunches

The minimum lunch break is 30 minutes of unpaid time. Most departments permit a one-hour lunch. Please verify your scheduled lunch with your department manager and indicate the time spent at lunch on your time sheet. You can do this by clocking out when you leave for your break/lunch and clocking back in when you return.

Paychecks

Paychecks are issued through direct deposit only. MavTemp employees are paid bi-weekly according to the UTA 2022-2023 Fiscal Year Semi Monthly Payday schedule <https://www.uta.edu/business-affairs/payroll/payroll-processing-dates.php>

All MavTemp employees can view their pay stubs by logging into the UTShare Portal my.utshare.utsystem.edu and select **Payroll and Compensation > Pay** and then click the appropriate payroll date. Please note, you are also able to update or edit tax forms information via the portal.

Use of University Property and Equipment

Use of University property, equipment, phones, and vehicles must be work related and authorized. Reproduction or copying of university documents must have prior approval. If you are issued keys, they must be turned into your hiring manager at the completion of your assignment.

★ Failure to return University property at the conclusion of an assignment may result in a payroll deduction to cover the Universities loss.

University Policies and Procedures

Please review each of the University of Texas at Arlington policies and procedures and how it relates to you and the workplace.

- Standards of Conduct ([EI-PO-07](#))
- Sexual Misconduct ([EI-PO-08](#))
- Timeclock Procedure ([HR-E-PR-36](#))
- Staff Employment ([HR-E-PR-01](#))
- Drugs and Alcohol ([CO-CE-PO-06](#))
- Non-Discrimination ([EI-PO-04](#))
- Criminal Background Checks ([HR-E-PO-01](#))
- Work Schedules ([HR-R-PO-08](#))
- Employee Transfer Policy ([HR-E-PO-16](#))

Termination

If you are discharged from MavTemp for poor job performance or personal misconduct, then you may also be ineligible for permanent employment with UTA. If you have a question regarding your separation, please contact the MavTemp Talent Acquisition Specialist.

Permanent Employment

You can continue to search for permanent employment while working with MavTemp. You will need to submit an application for specific permanent vacancies via the [UTA career website](#).

You should update your application for permanent positions to indicate that you are working for MavTemp. Be sure to notify your MavTemp Talent Acquisition Specialist regarding your job status if you accept a full-time position.

Resignation Notification

MavTemp requires that an employee provide a **two week notice** in writing via email when ending an assignment prior to the assignment end date. This provides ample time to identify a replacement. Failure to provide a two weeks' notice without extenuating circumstances that are discussed and approved by the MavTemp Talent Acquisition Specialist may result in your ability to be considered for future assignments.

▶ *MavTemp assignments are not contractual. Department Managers and the MavTemp staff reserve the right to end an assignment at any time.*

Contact Us

We appreciate your interest in employment. MavTemp is here to help you successfully connect with employment at UTA. Communication with MavTemp Talent Acquisition Specialist throughout the employment process helps guarantee success.

Should you have any issues or concerns, please contact MavTemp so we can help you resolve the matter as soon as possible.

Address:

1225 W. Mitchell Street
Suite 212
Arlington, TX 76019

Phone: 817-272-5554

Fax: 817-272-3361

Email: mavtemps@uta.edu

Website: uta.edu/hr/mavtemp

Disclaimer

The policies and procedures in this handbook are not intended to be contractual commitments by the MavTemp program and they shall not be construed as such by employees.

The policies and procedures are intended to be guidelines to employees and are merely descriptive of suggested procedures to be followed.

▶ *MavTemp reserves the right to revoke, change, or supplement guidelines at any time without notice.*

No policy is intended as a guarantee of continuous employment, benefits, or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this document.



MavTemp

OFFICE OF TALENT, CULTURE AND INCLUSION

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Employee Handbook Acknowledgment

I, _____, hereby acknowledge that I have
(Please print your full name)
received and read the MavTemp Handbook and agree to strictly abide by all guidelines outlined therein. I also confirm that I have been provided with complete information on how and where to access the University of Texas at Arlington MavTemp Handbook, along with all the policies and regulations associated with the MavTemp program and employment at UTA.

As a MavTemp employee, I acknowledge that it is my sole responsibility to thoroughly review the handbook and all the policies and procedures that are applicable to my employment at UTA. I understand that there may be department-specific policies and procedures that I must comply with.

I am aware that both the University of Texas at Arlington and MavTemp reserve the right to modify, amend, or terminate the policies, procedures, and benefits detailed in the MavTemp Handbook at any time. Therefore, I acknowledge that it is my responsibility to periodically review all the policies and procedures.

Furthermore, I understand that if I am offered full-time employment at UTA, my rate of pay will change to that of the position I am accepting, and that the rate of pay I receive during my employment through the MavTemp program will not remain the same.

I understand that my employment through the MavTemp program does not guarantee me employment at the University of Texas at Arlington, and that any violation of the MavTemp program, handbook, or other policies and procedures that pertain to my employment may result in disciplinary action, up to and including termination of my employment with the University of Texas at Arlington.

Therefore, I hereby sign this acknowledgement to confirm that I have read, understood, and agree to all the terms and conditions set forth in the MavTemp Handbook.

Signature

Date