

Summer – and summer hiring – is fast approaching! Business administrators and supervisors should familiarize themselves with the following guidelines for hiring temporary help.

Interim Employment Pool (IEP)

As you know there is an institutional commitment to use the Interim Employment Pool (IEP) as the first source for all temporary Clerical and Technical job category work assignments. Supervisors who seek temporary or casual labor, even if the work is not full-time, will need to submit an IEP requisition through STARS. STARS system users can access the IEP requisition from within the STARS system. Those who do not log into STARS (non-system users) can access the requisition form via the University's [Quick Forms site](#) in the Human Resources/Hiring section or via the STARS support site in the Faculty and Hiring Managers support page (<http://www.yale.edu/hronline/stars/>).

Upon receipt of the completed and approved IEP requisition, Connie Gaynor, IEP Coordinator, will determine if there is a qualified IEP staff member suitable for your temporary needs. If a qualified staff member is available, that individual will be placed in the assignment and your department pays only for actual hours worked at an hourly rate equal to the minimum of the salary grade of the temporary position. If an IEP staff member is not available, you will be issued a release authorization number that provides authorization to hire from another source, including current Yale students or students from institutions other than Yale. File and retain the release authorization number. Temporary agencies that have a contract with Yale University as a preferred vendor will ask you to provide the authorization number prior to the placement of any temporary C&T personnel at Yale.

Current members of the IEP have backgrounds that include but are not limited to: research-ms, research-hss, lab support; medical assistance; office, administrative and senior administrative support; financial support and library support.

Student Employment

Please remember that under no circumstances are individuals under the age of 16 to be employed.

Individuals age 16 and 17 may not work in most research laboratories, as there are more restrictive OSHA regulations for this age group and greater risks for the institution should a problem arise. Questions should be directed to Environmental Health and Safety. Principle investigators who seek to provide a scientific educational experience for a student in this age group must first obtain approval from their dean's office, and then have the work site and protocol reviewed by the Occupational Health and Safety office.

Often Yale students with off-campus apartments remain in town over the summer and are available for work. The Student Employment Office (SEO) may have a list of Yale students looking for summer work. If you are interested in hiring a current Yale student through SEO to perform clerical and technical tasks for positions requiring less than 20 hours per week, you may contact SEO directly. However, if the assignment requires 20 hours or more per week, you must first obtain a release authorization number from the IEP. In addition, the SEO should be contacted prior to offering the work to students not associated with the University. SEO can be reached at www.yale.edu/seo or at 432-0167.

In addition, you may contact your recruiter to determine whether or not there are college students seeking summer positions who match your needs in the STARS database.

If you have any questions concerning the above, please feel free to contact Connie Gaynor, IEP Coordinator, at 436-8589 or Caryl Mason, Associate Director of Staffing & Career Development, at 432-9566