



# SANTA FE COLLEGE

## Supervisor Instructions

### Job Orders, Applicant Referrals and Protocol for TempForce Employee Issues

#### **IMPORTANT - PLEASE NOTE:**

TempForce has restructured our process for applicants interested in working for us at Santa Fe College. All referred applicants must complete the TempForce application process which includes submitting a full application, interviewing, criminal background check, a pre-employment drug test and completed reference checks. Any referred applicant remains a **CANDIDATE FOR EMPLOYMENT** and should be referred to as such until TempForce has completed the screening process and makes an offer of employment. The applicant should be advised that although they are being considered for a position working at SFC they must first apply with TempForce who is under contract with SFC as their staffing provider and they are required to contact TempForce to schedule an appointment to complete an application and go through our standard procedure for all TempForce applicants. In addition we have replaced the Referral Form with a new document titled SFC TEMPFORCE JOB ORDER/APPLICANT REFERRAL FORM. The required documents for placing an order with TempForce under the restructured process and utilizing the services of a TempForce employee at your worksite are as follows:

Document #1 – SFC Supervisor Instructions

Document #2 – SFC TempForce Job Order/Applicant Referral Form

Document #3 – SFC Referred Applicant Instructions (only if referring an applicant for the desired position)

Document #4 – TempForce Employee Status Form

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#### **Job Orders**

To place an order, complete the SFC TempForce Job Order/Applicant Referral Form and fax or email the form to TempForce, Attn: Jamie Sweigard at fax # (352) 371-2573 or [jsweigard@TempForce.net](mailto:jsweigard@TempForce.net).

You must provide a detailed job description for all orders including work schedule, all required job responsibilities, equipment used by position and all special skills required.

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#### **Applicant Referrals**

To refer an applicant for the position you desire to be staffed, complete the section on the SFC TempForce Job Order/Applicant Referral Form titled Referred Applicant Information before faxing the completed form to TempForce. You will need to provide the referred applicant with the SFC Referred Applicant Instructions which include our contact information, directions to our office, as well as information on what documents they need to bring with them to help expedite their application process. Once the referred applicant has completed our application process and is offered a position, TempForce will contact you via email, fax or phone to confirm a start date.

**IMPORTANT** – Please make it clear to the applicant that TempForce is the employer for this position and they are required to follow our application procedures and meet our standards for hire to receive an official offer of employment and to become employed for this SFC position.

If we determine the referred applicant does not meet our hiring criteria we will contact you immediately by return fax, phone or email.

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## **Protocol for TempForce Employee Issues**

### OVERTIME

In the event you require a TempForce employee to work over 40 hours in the same work week you must first contact Purchasing for approval of funds as they will be paid at time and a half as required by Federal Law. This will require an increase in your bill rate to a time and a half rate as well.

### PROCESS FOR TEMPFORCE EMPLOYEES ENDING THEIR ASSIGNMENT

TempForce must be notified immediately when a TempForce employee has completed their assignment or advises their SFC supervisor that they will be leaving their assignment. Complete a TempForce Employee Status Form with detailed information and all required signatures and fax or email the form to TempForce, Attn: Jamie Sweigard at fax # (352) 371-2573 or [jsweigard@TempForce.net](mailto:jsweigard@TempForce.net).

### PROCESS FOR TEMPFORCE EMPLOYEES REQUIRING COUNSELING/REPRIMANDS

TempForce must be notified immediately should there be any situation involving a TempForce employee that warrants a counseling session and/or written reprimand. In such occurrences TempForce should be notified to discuss the situation and determine the steps that should be taken to address the issue.

TempForce requests the SFC supervisor provide a written statement detailing any events involving a TempForce employee under these circumstances using the TempForce Employee Status Form. Complete the form and fax or email the form to TempForce, Attn: Jamie Sweigard at fax # (352) 371-2573 or [jsweigard@TempForce.net](mailto:jsweigard@TempForce.net).

### PROCESS FOR TEMPFORCE EMPLOYEES REQUIRING TERMINATION

TempForce must be notified immediately should any event occur involving a TempForce employee that would warrant possible termination. A detailed statement will be requested from the supervisor involved regarding the incident/incidents that occurred to substantiate this decision using the TempForce Employee Status Form. Complete the form and fax or email the form to TempForce, Attn: Jamie Sweigard at fax # (352) 371-2573 or [jsweigard@TempForce.net](mailto:jsweigard@TempForce.net).

### PROCESS FOR TEMPFORCE EMPLOYEES INVOLVED IN ANY INCIDENT/ACCIDENT

All incidents/accidents involving a TempForce employee are to be reported IMMEDIATELY to the TempForce office for direction in processing these events regardless as to whether the TempForce employee request medical attention. It is the policy of TempForce that all employees involved in an incident/accident, regardless of the severity or whether medical attention is required, be drug tested post-accident.

If a TempForce employee is involved in an incident/accident which by the supervisor's judgment requires immediate medical attention by ambulance, **DIAL 911** – contact the TempForce office immediately afterwards to provide details and the facility where the employee was transported to.

If a TempForce employee is involved in an incident/accident outside of TempForce's standard hours of operations, Monday – Friday 7 AM – 5 PM, you must contact one of our after hours cell numbers listed below:

### **AFTER HOURS CONTACT INFORMATION:**

Carolynn Buchanan – 352-215-1020  
Amber Buchanan – 352-262-7625  
Suzanne Ojeda-Clark – 352-871-8617

### **HOURS OF OPERATION**

Monday – Friday, 7 AM – 5 PM

### **TEMPFORCE INFORMATION**

4740 NW 39<sup>th</sup> Pl. Suite A  
Gainesville, FL 32606-7226  
352-378-2300 Office  
352-371-2573 Fax  
[www.TempForcegainesville.com](http://www.TempForcegainesville.com)

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Should you have any questions, please feel free to contact our office and we will promptly assist you. Thank you for your patience and recognition of the importance of these revisions.

Carolynn Buchanan, Owner/Manager, TempForce of Gainesville - [cbuchanan@TempForce.net](mailto:cbuchanan@TempForce.net)