

# MAVTEMP

OFFICE OF TALENT, CULTURE,  
AND ENGAGEMENT



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# Welcome to the MavTemp Program

Welcome to the University of Texas at Arlington (UTA) MavTemp Program. We are pleased to have you on board as a temporary employee and part of a dedicated team providing high-quality support across campus

► *This handbook outlines your responsibilities, expectations, and key policies to help ensure a successful experience with the MavTemp Program.*

## Mission Statement

The MavTemp Program is an internal staffing resource designed to support UTA departments by providing access to qualified, skilled temporary employees. The program benefits both departments and employees – departments receive reliable temporary staffing, and employees gain professional experience, skill development, and access to valuable campus resources.

## Program Overview

The MavTemp Program offers:

- Skilled administrative professionals
- Exceptional service to departments
- Flexible, dependable staffing
- Opportunities for professional growth and networking within UTA

Working as a MavTemp provides valuable on-campus experience across diverse environments. MavTemps showcase their talents, gain insight into university operations, and explore potential pathways to permanent UTA employment.

MavTemp is part of the Office of Talent, Culture, and Engagement and operates with the goal of fostering a talented and collaborative workforce.

## Temporary Assignment Process

Departments request MavTemp assistance to fill temporary staffing needs. Assignments have defined start and end dates and may end at any time at the discretion of the department or MavTemp Program.

MavTemp employees should:

- Be available on short notice
- Be flexible across different types of assignments

**Available Positions:** Most roles are in administrative support.

## Check-in Process

MavTemp employees check in weekly with a MavTemp Recruiter to confirm availability. Failure to check in for three (3) consecutive weeks may result in removal from the program. Notify the MavTemp office at [mavtemps@uta.edu](mailto:mavtemps@uta.edu) if your assignment ends.

★ *Please be sure to keep your contact number and email address up to date. If we are unable to reach you or our calls are not returned, you will be removed from the availability list and may be terminated from the MavTemp Program.*

# MavTemp Employee Expectations

## Performance and Conduct

Professional performance, punctuality, and adherence to assignment rules are required. Feedback is regularly gathered from department supervisors. MavTemp employee must comply with UTA policies, including the Standard of Conduct (EI-PO-07). For full policy details, visit:

<https://policy.uta.edu/doctract/documentportal/08D89616FAD6C7EA81FDCD1561C0B032>

## Confidentiality

Confidential information must be handled with integrity. Unauthorized disclosure will result in immediate termination.

## Safety

Employees must:

- Observe posted signs and safety procedures
- Report unsafe conditions and all injuries/accidents to the MavTemp Recruiter
- Know emergency exits

Visit the Emergency Management site for more: <https://www.uta.edu/campus-ops/oem/emergency>

## Attendance

Consistent, punctual attendance is essential. Notify both your assignment supervisor and MavTemp Recruiter of any absences or tardiness. Excessive absences and/or tardiness may result in dismissal from the MavTemp Program.

## Inclement Weather

Confirm inclement weather expectations with your assignment supervisor. We recommend enrolling in MavAlert Emergency Notifications: <https://www.uta.edu/campus-ops/oem/emergency>

## Appearance

Dress professionally based on department standards. If uncertain, ask your assignment supervisor or MavTemp Recruiter. MavTemps are expected to maintain professional appearance and conduct at all times.

## Policies and Procedures

### Employment Verification and E-Verify

UTA follows federal employment laws under the Immigration Reform and Control Act of 1986. All new hires must:

- Complete an I-9 Employment Eligibility Form
- Be verified through E-Verify within the first 3 business days of employment

This is facilitated through Equifax and will be coordinated with your MavTemp Recruiter during onboarding. For additional information, visit: <https://www.uta.edu/hr/new-employee/staff/i9-process>

## References

UTA may provide employment references based on assignment performance. References are also verified during onboarding. Negative findings may impact eligibility.

## Benefits Eligibility

MavTemps are considered temporary and are **not** eligible for UTA employee benefits. However, they may utilize some on-campus services.

Additionally, MavTemp employees who work full-time for a total of 4.5 months or more during a UTA fiscal year may be subject to mandatory participation in the Teacher Retirement System (TRS) of Texas. In such cases, an automatic payroll deduction of 8.25% will be contributed toward their TRS pension plan. This is a state-mandated contribution and is non-negotiable for qualifying individuals.

## Supervision

While department managers provide daily supervision, MavTemp remains your employer. For concerns or support, contact your MavTemp Recruiter directly.

## Assignment Duration

Assignments are limited to 90 days. A 31-day or full calendar month break is required before being reassigned.

► *Employment is at-will and may be terminated by UTA or MavTemp at any time.*

## ID Cards

You are required to obtain a Mav ID. Visit the Mav Express Office for details: <https://www.uta.edu/campus-ops/mavexpress/>

★ *Mav IDs must be returned to a MavTemp Recruiter upon assignment completion. Cards will be reissued for new assignments.*

## Parking

All employees and students are required to purchase a parking pass at their own expense. As a reminder, your permit allows you to park in Faculty/Staff designated parking lots.

- To purchase a parking permit, visit: <https://www.uta.edu/pats/index.php>
- To view parking maps, visit <https://www.uta.edu/pats/maps/index.php>

## Timekeeping (TCP)

MavTemp employees must use TCP (Time Clock Plus) to clock in/out during assignments. Learn more at: <https://resources.uta.edu/business-affairs/training/business-apps.php>

► *Submit sheets on time to avoid delays in payment.*

## Breaks and Lunches

Minimum unpaid lunch is 30 minutes; most departments offer 1 hour. Clock in and out for breaks/lunch in TCP.

## Paychecks

Pay is bi-weekly via direct deposit. View paystub and update tax information in UTShare: [my.utshare.utsystem.edu](https://my.utshare.utsystem.edu)

For payroll schedules, visit: <https://www.uta.edu/business-affairs/payroll/payroll-processing-dates.php>

## Jury Duty Eligibility

MavTemps are not eligible for jury duty leave. According to [UTA's Miscellaneous Leave Policy](#), this benefit does not apply to temporary employees.

Note: MavTemp assignments are limited to a maximum of 90 days.

## Holiday Pay for MavTemps

MavTemps are considered temporary employees and do not receive compensation for holidays.

## Overtime and Compensatory Time

If a MavTemp works overtime during their assignment, they will accrue compensatory (comp) time.

If the MavTemp resigns from the program before using their comp time, we will coordinate with Payroll to pay out any accrued time.

## Use of UTA Property and Equipment

Use of UTA equipment, phones, and materials is for work purposes only.

*★Keys and other property must be returned at the end of your assignment. Failure to do so may result in payroll deductions or termination from the MavTemp Program.*

## University Policies

MavTemps are expected to comply with UTA policies, including:

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

## Separation from Employment

### Termination

Employment may be terminated at any time at the discretion of the MavTemp Program or the assigned department. Grounds for separation may include, but not limited to:

- Substandard performance, violation of UTA policies, or unprofessional behavior.
- Repeated failure to communicate weekly availability or respond to outreach from a MavTemp Recruiter. If after three (3) consecutive weeks of failure to communicate availability or no response, separation from the MavTemp program may occur.



- Unavailable to work on campus (MavTemp does not offer remote employment options).
- Being released early from three (3) or more assignments due to performance issues, attendance concerns, or other departmental feedback.
- **No assignment within 90 days:** If a MavTemp employee has not been placed within 90 days, coaching and support will be offered. If assignments are declined during this period, the employee may be terminated from the MavTemp Program.
- **No assignment within 6 months:** If a MavTemp employee remains unassigned for six (6), their status will be reassessed. If placement remains unfeasible, separation from the MavTemp Program may occur.

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

## Permanent Employment

You are encouraged to apply and interview for permanent UTA roles through the UTA Careers website:  
<https://uta.peopleadmin.com/>

★ *Notify a MavTemp Recruiter if you accept a permanent full-time position.*

## Probationary Period for MavTemps

The 6-month probationary period does not apply while someone is active in the MavTemp program. If a MavTemp is hired into a permanent role at UTA, their first day in that permanent position marks the start of their 6-month probationary period.

## Resignation

Provide at least two (2) weeks' written notice via email when resigning before the end of your assignment or from the MavTemp Program completely. Lack of notice may affect future eligibility.

## Contact Us

MavTemp Office  
 J.D. Wetsel Service Center  
 1225 W. Mitchell Street  
 Suite 212  
 Arlington, TX 76019

**Phone:** 817-272-5554

**Fax:** 817-272-3361

**Email:** [mavtemps@uta.edu](mailto:mavtemps@uta.edu)

**Website:** [uta.edu/hr/mavtemp](http://uta.edu/hr/mavtemp)

## Disclaimer

This handbook serves as a guide and is not a contract of employment. MavTemp may revise, update, or change policies at any time without notice. Employment is at-will and not guaranteed for a specific term. 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 reserves the right to revoke, change, or supplement guidelines at any time without notice.*



# MavTemp

OFFICE OF TALENT, CULTURE AND ENGAGEMENT

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[uta.edu/hr/mavtemp](http://uta.edu/hr/mavtemp)

[mavtemps@uta.edu](mailto:mavtemps@uta.edu)





## MavTemp Employee Handbook

### Acknowledgement

I, \_\_\_\_\_, acknowledge that I have received,  
(Please print your full name)  
reviewed, and understand the MavTemp Employee Handbook provide by the University of Texas at  
Arlington (UTA).

By signing this acknowledgement, I confirm the following:

- I have been informed how to access the MavTemp Employee Handbook and all associated UTA policies and procedures.
- I understand that it is my responsibility to read, understand, and comply with all guidelines, expectations, and procedures outlined in the handbook, including those related to job performance, attendance, appearance, timekeeping, workplace conduct, and department-specific expectations.
- I understand that my employment with MavTemp is temporary and at-will. This means that either UTA or I may terminate the employment relationship at any time, with or without cause or prior notice.
- I acknowledge that my continued participation in the MavTemp Program is contingent on meeting program expectations and that separation from the program may occur for reasons including, but not limited to:
  - Substandard job performance or misconduct
  - Repeated failure to check in weekly with the MavTemp Recruiter
  - Being released early from three or more assignments due to performance, attendance, or behavioral concerns
  - Declining assignments offered within a 90-day period
  - Remaining unassigned for 90 days, followed by coaching efforts without placement
  - Remaining unassigned for six months, after which my status may be reassessed, and employment may be discontinued if no placement is feasible
  - Violation of UTA or MavTemp policies, procedures, or professional standards
- I understand that MavTemp and UTA reserve the right to revise, amend, or discontinue any policies, procedures, or benefits at any time, with or without advance notice, and that it is my responsibility to remain informed of such updates.
- I acknowledge that if I am offered and accept permanent employment with UTA, the terms, conditions, and rate of pay will be based on the new position and not the rate I received while employed through the MavTemp Program.
- I understand that if I work full-time for a total of 4.5 months or more during a UTA fiscal year, I may be required to participate in the Teacher Retirement System (TRS) of Texas. In such cases, I acknowledge that a mandatory payroll deduction of 8.25% will be contributed to my TRS pension plan, and that this deduction is state-mandated and non-negotiable for qualifying individuals.

- If I am a former State of Texas employee or a current TRS retiree receiving a pension, I understand that it is my responsibility to contact the Teacher Retirement System (TRS) directly to confirm my eligibility for employment with UTA through the MavTemp Program. I acknowledge that UTA and the MavTemp Program are not responsible for any issues, penalties, or impacts on my TRS retirement benefits that may arise as a result of this employment.

By signing below, I affirm that I have read the MavTemp Employee Handbook in its entirety, understand my responsibilities as a temporary employee, and agree to comply fully with all policies, procedures, and expectations set forth therein.

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Signature

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Date

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Printed Full Name