



MEMORANDUM OF UNDERSTANDING

I _____ understand that per Human Resources Policy and
(print name)

Procedure number **17.0: HR Temporary and Student Employment Services** I am required to hire all temporary employees through the HR Temporary Employment service center except those who meet legitimately defined exemptions or who are students paid on a student wage line. I agree that should I hire any temporary employee who meets a legitimate HR Temporary Employment exemption or who is a student worker into any position that I am solely responsible for informing and educating those employees about their rights and responsibilities including, but not limited to:

- I-9 processing,
- Pre-Employment National Background Check (PNBC),
- Department-specific policies and procedures and training (i.e. HIPAA, Corporate Compliance, etc.),
- UK Work Safety requirements (OSHA),
- Sexual and racial harassment policies, and
- Employee relations issues.

I further agree that I will assume all responsibility for ensuring that each HR Temporary Employment exempted and/or student employee is afforded the same rights and responsibilities as any UK employee.

Hiring Official Signature

Date

Print name

Department