

UAW Temporary Employee Program

Instructions for Supervisors

1. Contact Catherine Burns, Labor Relations Specialist in Human Resources (HR) via email to request a temporary employee for a clerical position.

2. Email cahorsch@mtu.edu and include the following:
 - ❖ Amount of hours/week needed (i.e. 12 hours/week)
 - ❖ Specific schedule, if applicable (i.e. 10:00am – 2:00pm, Monday, Wednesday, and Friday)
 - ❖ Duration of temporary clerical position (i.e. 3 months and start date or January 3 – April 30)
 - ❖ A summary of duties needing to be performed or skill set required for the position.

The Supervisor will be contacted by a representative from HR to help complete the process.

Additional information can be found on the Memo of Understanding – UAW Temp Program at <http://www.mtu.edu/hr/employee/union/> or by contacting Catherine.