

Kelly Services



UNIVERSITY OF MINNESOTA

Purchasing Services
purchase@umn.edu
 612-624-2828

Temporary Help

Kelly Services - U183.1

Contract period: July 1, 2017-June 30, 2019

**NOTE: CONTRACT RENEWED FOR AN ADDITIONAL 5 YEAR OPTION.
 Newly added finance and legal positions**



COMPANY INFORMATION

Kelly Services % Allina Commons
 2925 Chicago Avenue South
 Mail Route #10001
 Minneapolis, MN 55407

Gwen Head

Account Representative
 612-443-5768

To Place Orders

612-443-5768
headgwe@kellyservices.com
 Fax #: 612-339-7166

UNIVERSITY INFORMATION

Category Manager:

Cathy Naborowski
 nabor002@umn.edu
 612-625-9628

Payment Terms: Net 30

Place Order Through:

EFS Purchase Order
 EFS Supplier ID: 0000009126

Available To:

All Campuses, Governmental Entities

CONTRACT INFORMATION

- You must provide a PO number when requesting a temporary employee, with a copy of the PO dispatched to Kelly Services in a timely fashion.
- Kelly Services will pay the associates and invoice you (based on the information provided on the PO) for the hours approved on the timecard.
- Hourly rates are determined by the skill sets required for each assignment.
- If the temporary sent to fill your position has not been to the University previously through Kelly Services, a one-time charge or a background check and/or drug testing (if required), will be included on the invoice. This will be at Kelly's cost with no markup.
- Job classifications not listed below will be marked up (mark up is on top of the rate the temporary is being paid) as follows:
 - Office/clerical positions - 34.5%
 - Accounting/finance positions - 40%
 - Legal positions -50%

Job Classification and Hourly Minimum-Maximum Bill Rates

❖ Office Support Assistant	\$16.14 - \$18.83
❖ Principal Office & Administrative Specialist	\$17.49 - \$22.19
❖ Executive Office & Administrative Specialist	\$22.87- \$25.56
❖ Principal Account Specialist	\$17.49 - \$21.52
❖ Executive Account Specialist	\$22.19 - \$24.55
❖ Principal Operations/Student Services Specialist	\$16.14 - \$17.49
❖ Executive Operations/Student Services Specialist	\$17.49 - \$20.18
❖ Program/Project Specialist	\$18.83 - \$22.53

NEWLY ADDED AS OF JULY 1, 2017

❖ Finance Professional 1	\$25.20 - \$37.80
❖ Finance Professional 2	\$37.80 - \$46.20
❖ Paralegal	\$27.00 - \$36.00
❖ Senior Paralegal	\$36.00 - \$40.50
❖ Legal Secretary	\$33.00 - \$37.50

Temporary to Hire Conversion Fees

❖ **CLERICAL POSITIONS**

❖ 1-240 hours	15% of first year salary
❖ 241-440 hours	\$2,500.00
❖ 441-640 hours	\$1,500.00
❖ 641+ hours	\$ 500.00

❖ **FINANCIAL & LEGAL POSITIONS**

❖ 1-240 hours	20% of first year salary
❖ 241-440 hours	15% of first year salary
❖ 441-640 hours	10% of first year salary
❖ 641-840	5% of first year salary
❖ 841+	\$500.00

Hours are cumulative between departments within the preceding 12 month period.

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