New Process for UCDHS Departments to Request Temporary Employees from TES

The UC Davis Temporary Employment Services Unit (TES) provides UC Davis and UC Davis Health System with temporary employees to fill a variety of department needs. TES promptly delivers candidates prescreened and best prepared to meet your staffing needs. TES recharge rates, which were lowered for FY 16, remain significantly less than external vendors.

When requesting a temporary employee through TES, departments are to follow this new process effective immediately:

- Department submits a TES request form (attached) to Leana Quant-Faragasso (laquantfaragasso@ucdavis.edu). The TES request form is also available on the TES website: http://hr.ucdavis.edu/recruitment/tes/
- TES will review the request and contact Department if any additional information/clarification is needed.
- TES will assign temporary employee and provide department with the employee’s name and ID number.
- Department will have appropriate equipment and desktop access ready.

As a reminder, temporary employees who are covering for represented employees on a leave of absence or vacant positions that are part of a labor bargaining unit need to be at the same job level/classification. For example, a department would request a temporary Administrative Assistant III, not a temporary Analyst, to cover while an Administrative III position was vacant or the incumbent was on a leave of absence. Questions about this may be directed to Employee and Labor Relations.
Contact information for Temporary Employment Services (TES) team members and their roles are as follows:

TES Main Phone: 530.754.3000 / Main Fax: 530.754.3010

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TES Manager (Department Requests & Placements)  
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TES Administrative Assistant (Onboarding, Backgrounds/Physicals & Separations)  
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Diana Zhang  
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TES website: http://hr.ucdavis.edu/recruitment/tes/