

## Temporary Employment

**Original Implementation:** September, 1988

**Last Revision:** January 27, 2015

When it becomes necessary for a department to seek temporary employees, and temporary assistance is not available from within the department, division or college, the following procedures must be followed.

### Temporary Casual Employment

A department may employ a temporary, casual employee either on a part-time or full-time basis for a period not to exceed ninety (90) consecutive calendar days and may not be allowed to work again in a casual position until 26 weeks have past. Departments may hire a casual employee without posting the position. Casual employees must be paid at least minimum wage and must complete the appropriate paperwork with the human resources office on or before the first day of employment and attend the mandatory EEO Training within the first thirty (30) days of employment. Departments should complete the EPAF (Electronic Personnel Action Form) to hire the casual employee no later than the first day of employment.

### Temporary Services

Temporary employees may also be secured through the temporary agency which has contracted with SFA to provide temporary labor services. The SFA department needing assistance should contact the temporary agency to make the order and negotiate the wage to be paid to the temporary services employee. Upon agreement between the department and the temporary agency, the temporary agency will contact the SFA Human Resources and Procurement and Property Services departments to notify them of the agreement. More detailed information regarding the temporary agency and how to secure a temporary employee can be found on the SFA Human Resources and Procurement and Property Services departments' websites.

### Temporary Staff Appointments

A department may occasionally have a need to fill a temporary position for a time period which would extend beyond the 90-day temporary casual employment category. A "temporary staff appointment" is available for a terminal period of time which would be determined and clearly communicated by the president or appropriate vice president before the employment could take place. These temporary positions will be required to be posted for 5 days. The appointment will be communicated in writing to the selected candidate and it will be clearly stated that the position is temporary, for a specified period of time. A sample letter is available in human resources. These positions will be eligible for benefits if they are employed for a period of more than four and one-half months and have at least a 50% FTE. The employment of the selected

candidate will be “at-will” and may be terminated at any time during the employment period for any reason other than for a discriminatory or other unlawful reason.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** President

**Forms:** Electronic Personnel Action Form (EPAF)

**Board Committee Assignment:** Academic and Student Affairs