



Temporary Employment

Purpose

This policy provides for a department to seek temporary employees when temporary assistance is not available within the department, division, or college.

Persons Affected

Employees that are hired on a temporary or casual basis are affected by this policy.

Policy

The most appropriate option for securing a temporary employee should be determined using information about the restrictions and requirements relating to each option. Additional information can be obtained by contacting human resources.

Procedures

A. 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. There must be a break in service of at least 26 weeks before an individual may be allowed to work again in a casual position. 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.

B. Temporary Services

Temporary employees may also be secured through the temporary agency which has contracted with the university to provide temporary labor services. The university department needing assistance should contact the Procurement and Property Services Department. More detailed information regarding the temporary agency and how to secure a temporary employee can be found on the Procurement and Property Services website.

C. 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 by the hiring



department, and it will be clearly stated that the position is temporary, for a specified period of time. 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.

Related Statues or Regulations, Rules, Policies, or Standards

None.

Responsible Executive

Vice President for Finance and Administration, Director of Human Resources

Forms

Electronic Personnel Action Form (EPAF)

Revision History

September 1, 2023 (original)