SECTION: Faculty and Staff
TOPIC: Temporary Employment
Approved: Signature on File

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POLICY

It is the intent of the College to hire qualified, temporary employees in departments to fulfill short-term staffing needs. The process is initiated with the department assessing its requirements, determining if hiring a temporary employee is in the best interest of the College and within the department's ability to fund. If the department decides hiring a temporary employee is the optimal solution to achieve its short-term goals, the department is to follow the procedures outlined to post a personnel requisition.

Temporary employees are appointed upon the recommendation of the employing department to provide capable persons to staff the College's temporary employment needs. All temporary hiring decisions must be approved by the CEO or Provost and the School Dean. *These terms may be superseded by a contract.*

DEFINITIONS:

A temporary employee is an hourly worker that is not eligible for any College benefits, can be hired on a part-time or full-time basis, and whose employment status is of a temporary or contingent nature. Such temporary assignments are primarily for short-term projects, sick leave and vacation replacement, peak period workloads, and for filling vacant positions currently posted until a regular, full-time employee can start work. Full and part-time employees with a regular Burrell College of Health Sciences position cannot be hired as a temporary employee.

Duration of Assignments

All departments are required to establish an assignment end date, prior to filling a temporary position. Temporary employees will be automatically terminated on the pre-established assignment end date, unless prior approval has been granted to extend the end date.

This policy prohibits the following actions:

- A department cannot change the job title or position of a temporary employee who has exceeded the time limitations.
- A department should not repeatedly hire temporary employees in lieu of filling a vacant position.

Special Considerations

Candidates approved for the temporary assignment must not have been under any of the following:

- Special separation agreement prohibiting employment with Burrell College of Health Sciences under that agreement.
- Previously worked at Burrell College of Health Sciences and is not eligible for rehire

Hiring Process

Hiring department should interview candidates and select the best qualified individual. The department must have submitted a personnel hiring requisition to describe the circumstances under which the temporary

employee will be hired (e.g. peak workload, position vacancy, scheduled vacations) and a description of the work performed.

Reference Checks
Department should complete reference checks for all final candidates for temporary positions.

Employment Eligibility
Prior to the employee's start date, HR Department must verify the eligibility for employment by having the prospective employee complete the appropriate documentation, including:

- Resume
- Employment Eligibility Verification (Form I-9)
- Tax withholding forms

Work Hours
Work schedules may vary with each position. If the temporary employee works more than 6 hours, an unpaid lunch period is granted according to a schedule determined by the immediate supervisor.

Wage-Hour Administration
Temporary employees should submit a completed timesheet for each biweekly period in which work is performed. Temporary employees are paid on the same biweekly schedule as full –time regular employees and must adhere to the same payroll deadlines.
All temporary employees are subject to the overtime provisions of the federal Fair Labors Standards Act (FLSA). Non-Exempt employees earn time-and-one half for all hours worked in excess of 40 hours in a work week. An employee must actually work over 40 hours in a single work week to receive overtime compensation.
Temporary employees are not eligible for compensatory time off.
Temporary employees do not receive pay for a College holiday not worked.

Separation / Release
Temporary employees serve "at will" and may be dismissed at any time, for any reason, without any obligation to state the reason to anyone, without recourse to appeal procedures and without additional College compensation or preference in hiring.

SCOPE
This policy applies to all Burrell College of Health Sciences temporary employees.