PURPOSE

The purpose is to establish a policy and administrative guidelines for the appointment and use of temporary wage employees.

SCOPE

This policy applies to the appointment of all temporary part-time or full-time wage employees whose salaries are paid through grant funds, departmental funds, program funds, or university funds.

POLICY

Temporary appointments will only be used to meet legitimate and approved non-permanent staffing needs. Temporary positions are appropriate for meeting a range of staffing needs when the university expects there will be no need for a permanent employee.

DEFINITIONS

Temporary wage  An appointment for specified dates/time period where the appointee is placed on the university payroll in either a salaried or hourly status.

Temporary full-time  An appointment for specified dates/time period that is 37.5 or 40 hours per week.

Temporary part-time  An appointment for specified dates/time period that is less than 37.5 hours per week.

Grant Funds  Money that is obtained through a grant.

Departmental Funds  Money that is used from individual departmental budgets.

Program Funds  Money that is funded by specific university programs.

University Funds  Money that is used from the university budget.
PROCEDURE

A Request to Fill Temporary Staff form is used to document the reason a temporary appointment is needed, the cost center to be charged and, if grant funded, the grant number and a copy of the grant page specifying employee salary information.

When a temporary appointment is made, a copy of this form must be signed by all appropriate individuals and forwarded to the office of Human Resource Management before an appointment letter can be processed.

The following procedures will be used to ensure that the use of a temporary employee(s) is properly approved and processed.

1. The requestor completes a Request to Fill Temporary Staff form, signs and forwards to the appropriate Dean, Director, or Vice President.

2. The Dean, Director, or Vice President signs the Request to Fill Temporary Staff form and forwards it to the Director of Human Resources.

3. The Director of Human Resources reviews the form and indicates whether the temporary assignment will be made through the temporary wage payroll or through a temporary agency. The Director will sign and forward to President’s Council (PC) for final approval/disapproval.

4. If approved by PC, the form will then be returned to the office of Human Resources Management. The appointment will be made in accordance with the information contained on the form.

5. The Office of Human Resource Management will then generate the appointment letter.

It is essential that individuals utilized in temporary wage positions understand that the conditions of a temporary wage assignment differ from those of permanent employment. Supervisors are encouraged to provide additional orientation and clarification as required to ensure that temporary wage employees understand the conditions of their assignment.

This policy will become effective immediately.

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