

**SUBJECT:      TEMPORARY EMPLOYEE**

**1.      Length of Assignment**

All hours shall be on an on-call, as needed basis until such time as the University deems their services are no longer required.

- a)      The department requiring a temporary employee shall obtain the temporary employee requisition from Human Resources two weeks in advance of hire, unless an emergency situation exists.
- b)      The form will be completed by the hiring supervisor, including budget information and Dean/Director authorization, and returned to Human Resources.
- c)      Human Resources, from a pool of available temporary employees, will contact the temporary employee and advise them of the start date, the department they will be working for, and their hours of work.
- d)      Human Resources will be the contact for assigning temporary employees rather than individual departments.
- e)      The temporary employee shall submit a time sheet stating the department code, obtain approval from their supervisor, and then forward it to Payroll.
- f)      After two months, the department will be contacted by Human Resources as to whether or not the position will exceed three months. If the Hiring Supervisor indicates that the position will exceed three months, the Hiring Supervisor will be required to indicate in writing to Human Resources the extended time frame for the position. The position will be posted and the incumbent will be notified of the impending posting.
- g)      Human Resources will interview and extend offers of employment to all successful candidates; however, it should be stressed to the temporary employee that there is no guarantee or implication of availability of work.
- h)      The temporary employee shall sign a letter of offer.