



Temporary Support Staff Appointment Policy

Approved By: Associate Vice President for Human Resources	Related Policies: Wage and Hour Law; SEIU Collective Bargaining Agreement
Date Approved: February 2003	Contact Officer: Director of Human Resources
Revised: December 2006	Policy Custodian: Vice President for Finance and Administration
Date of Next Review: December 2009	

A. Purpose

This policy identifies the conditions that apply to appointment of temporary support staff to ensure adherence to the terms of Article 2, Section 4 of the SEIU Collective Bargaining Agreement which states:

Temporary classified appointments shall be used for the purpose of meeting emergency, nonrecurring or short-term workload needs. Employment of a temporary worker, other than to replace a regular employee on leave, shall not exceed the equivalent of six calendar months (1040 hours) in a twelve month period, except when the university has granted an extension based upon the following conditions: 1) the work to be performed continues and is the same work performed as at the time of the initial appointment; and 2) no other reasonable means exist to get the work done. In the case of such extensions, the university will notify the Union in writing of the extension and specify the circumstances necessitating the extension. A temporary classified appointment made to replace a regular employee on leave shall not exceed the period of the leave.

B. Policy

1. Requests for temporary support staff appointments shall be made through and approved by Human Resource Services (HRS). HRS must approve any extension in advance of the expiration of the original appointment to ensure timely notification to the Union.
 - (a) State law requires public agencies to procure products and services produced by Qualified Rehabilitation Facilities (QRF) when the price, specifications, and delivery are acceptable to the University. QRFS are non-profit organizations that rely on disabled individuals to provide at least 75 percent of the direct labor hours to produce products and services. Examples of services are: book binding, copying, food service, janitorial service, mailing, temporary services.
2. Temporary support staff shall not be directly appointed as permanent replacements for classified positions but are eligible to apply for positions during an open recruitment.
3. Under special conditions, such as when a self-support unit is exploring the feasibility of a new program launch, a temporary appointment may be in lieu of a regular appointment while the program is being established. These special cases are still restricted to the 1040-hour limitation.
4. The 1040-hour limitation is calculated from the start date of the initial appointment in a department. If appointed to a different vacancy in another department, a separate 1040-hour clock is begun. The employing department is responsible for tracking cumulative hours and assuring that the employee does not exceed 1040 hours.

5. Temporary employees are automatically dropped from payroll upon expiration of the approved appointment period, unless an extension has been requested and approved prior to the expiration of the temporary appointment.
6. Students enrolled for six or more credits per term cannot be given temporary support staff appointments. This limitation includes summer break if the student is enrolled for fall term.
7. This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective upon approval.

C. Procedures. Refer to the Human Resources web page for procedures for hiring temporary support staff employees and for the temporary support staff pay schedule.