

CCAC Policy

Hiring Temporary Employees

OVERVIEW:

As stated in the *Staff Handbook*, temporary employees are those employed for short-term assignments. Short-term assignments are generally periods of four (4) months or less; however, such assignments may be extended. Temporary employees are not eligible for employee benefits except where mandated by applicable law.

CCAC has a limited budget for hiring temporary employees. The goal of this policy is to assist departments in determining staffing needs and levels for unexpected situations (i.e., termination of a regular employee, unplanned project requiring additional staff, extended absence of a regular employee, etc.) and to assist the College in maintaining control of limited finances.

POLICY:

CCAC recognizes that departments may find a need to hire an employee on a temporary, sort-term basis due to a variety of unforeseen circumstances. CCAC also reserves the right to determine if and when a temporary employee can be hired.

All hiring managers (supervisors and department heads) are responsible for obtaining authorization to hire a temporary employee, whether from an agency or another source, from the Human Resources Director.

PROCESS:

1) When the need to fill a temporary position occurs, it is important for the hiring manager to assess the necessity of filling the position with either a work study student or a temporary employee. The assessment should include:

- What are the departments real needs now?
- What is the expected duration of the position?
- Can the essential functions be transferred elsewhere?
- Can a student worker fill the position?
- Realistically, what would happen if the position were not filled?

2) The hiring manager then completes a *Temporary Hire Requisition Form* for submission and review by the Human Resources Director.

3) The Human Resources Director will work with the hiring manager to determine if the position is to be:

- filled by a student worker,
- filled by a temporary employee through an agency or other means, or
- not to be filled at this time

a) If the position is to be filled by a student worker, the hiring manager will work with the Financial Aid department to fill the position appropriately.

b) If hiring a temporary employee from outside the campus is determined to be needed, the Human Resources department will contact the appropriate agency to make the arrangements for hire. (See *below) **Departments may not contact the agency or prospective temporary employee directly; this must be done through Human Resources.**

c) If it is determined that the position not be filled at this time, the Human Resources Director will work with the hiring manager in transferring functions on a temporary basis.

4) If an extension of the original length of employment for the temporary position is needed, the hiring manager will need to get approval from the Human Resources Director prior to extending the appointment.

If you have questions about, or need clarification of any of the above, please feel free to contact the Human Resources Department.

*NOTE: If a temporary employee does not meet the performance expectations of the hiring manager, the hiring manager should contact the Human Resources Director immediately to arrange for a replacement.

