



New Guidelines for Temporary Employment Contracts
Effective July 1, 2014

PURPOSE: This guideline is designed to provide a uniform and consistent manner for the employment of staff in temporary positions within the University. Temporary employment is designed to hire staff to fill in during long term scheduled absences, new programs not yet funded and peak workloads.

APPLICABILITY: This guideline applies to all **exempt or monthly paid positions**, (classified EEO-1 through EEO-3 or designated as executive and administrative or professional, non-faculty) within the university. Examples of positions **not applicable** to this guideline are faculty and positions that are clerical, administrative support or maintenance. This guideline amends TSU 6.33, I., C, 3 and is consistent with TBR Policy Employment Classification: 5:01:01:00.

PROCESS: All temporary positions must be reviewed and approved by the Office of Equity and Inclusion (OEI) and the Office of Human Resources (HR) prior to hiring. At a minimum, **prior to filling a position on a temporary basis**, hiring managers must:

1. Review, update, and/or develop a job description which includes the desired **title for the position** and which contains the **essential functions of the position** along with **minimum qualifications**. Essential functions are those without which the job could not be done. They should be functions that are expected to be performed on a regular basis and are key to the successful performance of the job. Minimum requirements should be established based upon the amount of education, experience and/or requisite licenses or certifications deemed necessary to successfully perform in the position. They should not be written so restrictively that they severely limit the pool of applicants that are qualified to apply. It is acceptable to establish minimum qualifications and preferred qualifications.
2. Confer with Human Resources to determine the salary grade and range available for the position.
3. Submit the job description, candidate's resume, Temporary Employment Appointment Form (contract) and the Recruitment Plan Form (located on OEI & HR's website) to OEI for review and approval in PeopleAdmin. Contracts should not be signed prior to

obtaining OEI approval. Candidates should be informed that employment is contingent upon contract approval.

4. After OEI has approved the candidate for temporary employment, the contract will be forwarded to HR for further processing and final approval. The Temporary Employment Appointment Form and Recruitment Plan Form should be filled out in their entirety. If information is omitted from either form, they will be returned which may result in delays in hiring.

The term for all temporary contracts will be **six (6) months** with the option to renew for up to one additional six month term. If the department anticipates that a temporary assignment may be necessary for more than one year, the department leadership is encouraged to speak with Human Resources and the Budget Office to take steps to add the position permanently.