



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
HR-1.4.16	Temporary Employment	07/01/07	

1.0 Purpose

To establish procedures for requesting temporary assistance.

2.0 Policy

Temporary employees shall be employed for a period no longer than six calendar months; however, such temporary employment may be extended up to an additional six months if the appropriate employing supervisor or department head needs the services of that individual subject to the approval of the Vice President of Business Affairs or his/her designated representative. Once an individual has served as a “temporary” employee for a twelve month period, he/she shall not thereafter be employed as a “temporary” employee until a period of thirty calendar days has elapsed. All student assistants shall be and are classified as “temporary”, and employment as student assistants shall not be subject to the reemployment restriction outlined above.

Services of “temporary personnel” may be arranged through Human Resources. These services may be utilized to meet unanticipated workload requirements of limited duration as outlined above. This procedure may not be utilized to employ individuals in lieu of establishing classified positions, nor may current BC employees be paid under this policy. Temporary employees will be processed through institutional payroll procedures on the same basis as other Personnel appointments.

3.0 Procedure

3.1 If the department has a temporary position established, the department may proceed with section 3.2. If the department does not have a temporary position already classified (position number established), they are to complete the appropriate sections of the Position Classification form.

The appropriate sections are:

- Page One: Section #1
- Page Four: Sections #19-32



- Indicate in section 23 under other (temporary position) and 24a (temporary position)

After completing this form, the department must submit this information to the Human Resource department to establish this position.

Human Resources provides the department with the appropriate position number and approval of the position.

NOTE: Expenses associated with the appointment of a temporary employee will be paid from personnel services funds. Availability of the funds is the responsibility of the requester.

- 3.2** Competitive recruitment is not required for temporary positions. If a department has identified a candidate for a temporary position, the department may appoint the individual directly by submitting a Personnel Action Form to Human Resources. If the department does not have a designated person they can appoint into the temporary position, they may contact Human Resources to check the availability of qualified individuals who may be interested in temporary employment. Once a person is identified and selected, the department must prepare and submit to Human Resources a Personnel Action Form.
- 3.3** The department should establish the compensation to be paid for the job. Compensation will be the minimum rate for the Classified Title determined in 3.1 above. A higher rate may be approved by the Human Resource Director based upon justification from the requesting department.

Departments must notify Human Resources of the need for a drug screen and/or physical examination prior to the Personnel Action Form being submitted. Upon receipt of the Personnel Action Form for the new temporary employee, Human Resources will contact the temporary employee to complete an application for temporary employment, a criminal history background authorization form and to complete other paperwork required for payroll processing. A temporary employee cannot be processed until a satisfactory criminal history background report has been secured and the physical and/or drug screen, if applicable, has been passed.

- 3.4** The employee must use BC's time and attendance procedures to record time worked. Payroll will use the time entered to generate the hours worked at the end of the biweekly pay period.



- 3.5** When the employee has completed six (6) months in a temporary position, the department must either submit a Personnel Action Form to terminate the employment or if the services of the employee are still needed, submit a Personnel Action Form to extend the employee for an additional period, not to exceed six (6) months. In all cases, once an employee has served in a temporary position for 12 consecutive months, that employee must be terminated and the department must submit a Personnel Action Form to terminate the employment at this time.