Temporary Staff Employment
BU-PP 834

Policy:
Temporary employees are hired for the purposes of:

Topics:
Reasons for hiring temporary employees –
- Regular temporary positions (4 months)
- Extended temporary positions (4 months)

Approval process

Related policies:
BU-PP 400 — Benefit Eligibility Classifications

Additional information:
None

Contact:
Human Resource Services Office (x2219)

Reasons for hiring temporary employees –
- accomplishing the tasks normally accomplished by a regular employee who is unable to do so due to sick leave, vacation, leave of absence, the pending employment of replacement employee, etc.;
- accomplishing seasonal tasks on an on-call basis, e.g. registration, commencement, ticket sales, etc.;
- accomplishing a specific task or project over a specified period of time, e.g. ad-hoc committee, grant project, etc.
- employment in a temporary position does not imply any right of continuation of employment and may be terminated at any time.

Regular temporary positions (4 months) —
All temporary positions, with the exception of on-call positions, must have an ending date. Positions will not initially be approved for a period to exceed four months, except when authorized for a specific grant, project, or replacement of an employee who is on a leave of absence.

Extended temporary positions (4 months) —
In those instances requiring extension of the four-month limit, written justification must be submitted, which includes:
- reasons for this extension being necessary;
- consequences if this request is not approved;
- availability of any currently budgeted funds to offset cost of this extension.

Note: Full-time employees approved for more than 4 months will be eligible for benefits (see BU-PP 400 -Benefit Eligibility Classifications)

Approval process —
No temporary staff employment action may be taken until the position has been approved according to the following steps:

The requesting department will:
- submit Temporary Personnel Budget Action (BU-PP 834A);
• indicate justification for the requested temporary position;
• forward TPBA and job description, when applicable, to the academic dean or department head, as appropriate.

The academic dean/department head, as appropriate, will:
• forward approved TPBA with any attachments to the Human Resource Services office for processing or return disapproved TPBA with any attachments to the requesting department head.

The Human Resource Services Office will:
• Review requested action for accuracy, completeness and compliance.
• If the requested action is within the currently approved budget, no further signature action is required.
• If the requested action is not within the currently approved budget, approval of the Vice President for Finance & Administration are required.
• Upon approval, complete INS Form I-9, Employment Eligibility and Verification, obtain completed W-4 form, Employee’s Withholding Allowance Certificate, and distribute copies to the Budget Office.
• Return approved departmental copy of TPBA to appropriate department head.

The Budget Office will:
• coordinate the TPBA and forward original to the Payroll Office for establishment of the employee payroll record.