

Temporary Employee Hiring Effective Date November 1, 2011

Purpose/Overview

Temporary employees may be hired with approval from the area Vice President for the following purposes:

- Short-term replacement due to a leave of absence
- Short-term department projects
- Special projects and assignments
- Short-term replacements for vacant positions (coinciding with a competitive recruitment process)
- As defined by the Area Vice President

Definitions

A temporary employee:

- is an employee who works a specific job assignment, in a non-budgeted position, for a specific period of time;
- is employed by the College for no more than 12 months;
- may be benefits eligible after 6 months of employment if working 20 or more hours per week;
- performs temporary duties or permanent duties on a temporary basis;
- is terminated at the end of the employment period;
- is not eligible to become a regular employee without a competitive selection process; and
- is a student employee from any of the other Claremont Colleges.

Procedure/Policy

If there is an open recruitment for the temporary employee, the hiring department is responsible for recruiting for all temporary positions. Temporary positions can be included in the regular job posting processes if they are for a period of 3 months or longer.

Once the hiring manager has completed the recruitment process or a candidate has already been identified, the hiring manager must complete the following process:

- For all non-student positions, the hiring manager should consult with HR to create a job description and determine the appropriate salary range for the position.
- A completed Authorization to Hire Temporary Employee form is submitted to HR

- The form must have the area VP's signature at the time of submission
 - The form must have the temporary employee's name and contact information
- A background check must be completed by HR for all non-student employees prior the temporary employee may begin working.
 - HR will contact the temporary employee directly from the contact information provided on the Authorization to Hire form
 - Background checks take up to 5 days to complete
- Once the background check is completed, HR will contact the supervisor/hiring manager.
- The Hiring Manager will contact the temporary candidate to verbally offer the position and confirm the start date.
 - The start date must be submitted to HR if different from the start date listed on the Authorization to Hire form.
- All temporary employees must complete new hire paperwork with HR either before starting or on their first day of employment
 - New Hire Paperwork Includes:
 - Acknowledgement of Temporary Employment
 - I-9
 - W-4 and DE 4
 - Confidentiality Agreement
 - MPN Notice
 - Employee Information Form
- HR will inform the hiring manager prior to the end of the assignment to ensure the assignment is terminated and a final check is obtained.
- If a temporary assignment is extended beyond the date indicated on the Authorization to Hire form, an additional form will need to be completed and signed by the area VP.
 - Temporary employees that receive extended assignments will be required to complete a new Acknowledgement of Temporary Employment
 - If a new form is not completed and sent to HR prior to the end of the assignment, the temporary employee will be terminated on the original end date.
- Temporary, non-student, assignments may not be any longer than 12 months in length. All temporary, non-student, assignments will be terminated at the end of twelve months.
- Approval to move temporary positions to full-time, budgeted positions must follow the appropriate College procedures.