

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: C.7
SUBJECT: To Establish and Fill a Temporary (Non-Student) Position	Effective: 06/05/09
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TO ESTABLISH AND FILL A TEMPORARY (NON-STUDENT) POSITION

Individuals who are not enrolled as students shall be classified in a regular temporary ([P-13](#)) assignment. Individuals who are enrolled as students, regardless of the number of hours, and who are not receiving Title IV Aid, shall also be classified in a regular temporary ([P-13](#)) assignment. The following procedures shall apply to establishing and filling temporary assignments.

- A. To establish and fill a temporary (non-student) position the department posts it via the University's online employment system ([Employment Opportunities](#)). There is no minimum posting timeframe requirement for posting a temporary (non-student) position, nor is there a requirement to interview a minimum number of applicants. Departments that need special recruiting services must coordinate with OHRM for newspaper and/or periodical advertising.
- B. The department submits a request to hire the selected candidate through the University's online employment system's candidate approval process.
- C. No offer of employment or salary commitment shall be extended to a temporary (non-student) candidate until all approvals have been made, to include the Budget Office, OHRM and the President. Any such offer made will not be considered valid nor binding on the University.
- D. Departments must notify OHRM and the Budget Office if a temporary employee is terminated prior to the end of the assignment period. The notification must be in writing and indicate the effective date.