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.