



TEMPORARY POOL GUIDELINES and PROCEDURES

The following procedures are designed to assist the hiring manager/supervisor in utilizing the Human Resources Temporary Employment Pool. Please keep in mind that the list of applicants may not always be up-to-date, due to the high volume of Temp Pool hires. If you are unable to find a qualified applicant, please contact Human Resources to discuss your options.

- 1. Temporary Pool employees are hired on an hourly intermittent basis and may be hired for 90 days or less (dependent on the classification). The selected applicant must meet the qualifications for the classification/skill level for which they are being considered. Temporary Hires may not exceed 960 hours per fiscal year.
2. Emergency temporary hires are not covered under the terms of the collective bargaining agreements.
3. An approved Employment Request form and a classified Job Description form must be on file in Human Resources prior to a job offer being extended or an official appointment being made.
4. Temporary Pool employees start at the entry salary level of the classification unless otherwise approved by the proper administrator and the Human Resource Manager.
5. It is recommended that you select several applicants to interview. Prior to making your final selection, a verification of work references with past and/or present supervisors must be completed. This will help ensure that you have selected the best-qualified applicant.
6. Prior to making a job offer, you must notify Human Resources of your selection at least 3 days prior to the applicant's first day of employment. During that time Human Resources will verify that:
• All hiring processes have been followed,
• An Employment Request form and a classified Job Description form are on file,
• The candidate meets the qualifications for the classification and the rate of pay is set appropriately,
• The candidate has not exceeded the maximum work hours allowed during a fiscal year,
• The employee is aware of the documentation needed for the hiring process and a sign-in appointment is scheduled.
7. Federal law requires the University to verify that a new employee has the legal right to work in the United States within the first 72 hours of employment. If verification is not completed within the timeline, the University may be penalized for failure to comply. Therefore, as the hiring authority you are responsible to make arrangements with the Human Resources office for your new employee to complete the appropriate hiring documentation in Human Resources (or at another approved location) upon his/her first day on the job. Should we discover that an employee has started working without valid documentation, their services may be terminated if they are unable to provide the appropriate documents. As the hiring authority, you may be required to select another applicant from the pool. It is the hiring authority's responsibility to please ensure that Human Resources knows which applicant you wish to select and that he/she has not started working prior to receiving final approval.
8. The successful candidate is required to report to the campus Public Safety Office for fingerprinting, at the expense of the hiring department. Their offer of employment is conditionally based upon successful completion of a fingerprint/background check.
9. If you contact an applicant who is no longer interested in Temporary Pool positions, please notify Human Resources so that we can remove their application. Temporary Pool applications are generally kept on file for up to six (6) months. The list of Temporary Pool applications is updated on a periodic basis.
10. Should the employee resign their appointment prior to the designated expiration date, immediately notify Human Resources at 667-3351 to begin the separation process and, if necessary, to initiate the replacement processes.
11. All emergency temporary hires must have a minimum one-day (regular work day) break in service prior to starting a new emergency temporary appointment.
11. For questions regarding these guidelines, or the hiring process, please contact Human Resources at 667-3351 for assistance.

I have read this document and understand that my signature indicates that my department will comply with the above Guidelines and Procedures.

Authorized Representative's Name (printed)

Dept. Name

Date

Authorized Representative's Signature