



Application for Hiring Temporary Worker

Requestor Name: _____

Job Title: _____ Program: _____

Program Director Name: _____

Request Period From: _____ To: _____

Explanation of Hiring Need:	
Indicate research being conducted or course requiring support	
Description of Position Duties:	
Indicate job duties required of this temporary employee	
Justification for Temporary Position:	
Describe attempts to identify a student to perform these duties and why that was unsuccessful	
Projected Costs:	Requested Total Hours = <input type="text"/>
	Requested Hourly Rate = <input type="text"/>
	Multiply by 1.195 for OPE
	Total Cost = <input type="text"/>

GENERAL EMPLOYMENT POLICIES FOR TEMPORARY WORKERS

- Temporary Appointments shall be used for the purpose of meeting emergency, nonrecurring or short-term workload needs. Temporary appointments are SEIU-represented. Employment of a temporary worker shall not exceed the equivalent of six calendar months (1,040 hours) in a twelve-month period, except when the Employer has granted an extension based on the following conditions: 1) the work to be performed continues and is the same work performed as at the time of the initial appointment; and, 2) no other reasonable means exist to get the work done.
- A temporary employee appointed to a regular position in the bargaining unit, in the same university without a break in service of more than fifteen (15) calendar days shall accrue sick leave credits from the initial date of appointment to the temporary position.

