



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.

3. If a temporary appointment is necessary in any geographic area and is expected to last longer than forty-five (45) calendar days and there is a layoff recall list for that classification in the geographic area, employees on the layoff recall list shall first be offered the temporary appointment prior to hiring any other temporary worker.
4. Annual reappointment of the same temporary work is discouraged. If the faculty member expects to reappoint the temporary employee, please contact your Program Director and Human Resources to discuss. Reappointment of temporary employees is no longer nonrecurring or short-term work and may constitute a classified appointment (seasonal, limited duration, etc.)

PROGRAM DIRECTOR RESPONSE

This request for hire of Temporary worker is:

Approved **Disapproved**

Comments on conditions of approval or reason for disapproval:

Requestor Signature _____ Date _____

Program Director Signature _____ Date _____

*If approved, submit to human.resources@osucascades.edu
You will be contacted regarding next steps in the hiring process*