



SUBJECT: EMERGENCY HIRES

**RESPONSIBLE UNIT
& CONTACT: Workforce Planning; Sr. Workforce Planning Analyst**

DATE: May 2, 2008

I. PURPOSE / DESCRIPTION

The *Emergency Hire* guideline provides a mechanism for managers to address an urgent need for short-term staffing (**temporary; no more than 180 days**) in represented positions, as described by the CSUEU (2,5,7,9) bargaining agreement language for emergency hiring. In those bargaining units where emergency hiring is not specified, these guidelines will serve as a model for such hiring.

II. GENERAL DESCRIPTION

- A. An emergency hire shall be made available to a hiring manager under the following circumstances:
- a. a failed recruitment (insufficient candidate pool and/or insufficiently qualified candidates) when incumbent has already separated from the position;
 - b. Unexpected medical/personal leave by incumbent;
 - c. Unanticipated project/operational needs that exceed the capacity and/or skill level of the current staff in a department;
 - d. When department is uncertain of continued funding or duration of position, program, and/or department

III. GUIDELINES

- A. HR contact and/or hiring manager will, upon identifying the need for an emergency hire, contact the Workforce Planning Analyst for the department and initiate the emergency process. **Note: The hiring manager may not make an offer for an emergency appointment, written or verbal, to any candidate prior to contacting HR.**
- B. The Workforce Planning Analyst will work with the hiring manager/HR contact to identify and hire a qualified temporary worker, using the following guidelines:
- a. If the hiring manager has a potential candidate (e.g: professional acquaintance; former employee) who is otherwise qualified to perform the essential functions of the position, the manager will instruct the candidate to complete the appropriate application process with

the Workforce Planning Analyst, including electronic fingerprinting, at the Human Resources office on campus prior to the start date.

- b. If the hiring manager does not have a candidate, the Workforce Analyst will post the position for 1 week on the HR website, and review recent submissions for similar positions to identify potential candidates. Any posting or conversations with potential candidates must clearly state the temporary nature of the position, with no stated or implied assurances of permanent employment.
 - c. Workforce Planning will perform an informal classification review. Changes in classification are not subject to appeal.
 - d. Submissions will be screened for minimum qualifications and forwarded to the hiring manager no later than 1 week after the screening date.
 - e. A hiring committee of no more than 2 individuals (hiring manager plus one) is strongly recommended. Interviews should be completed within a week of receiving qualified applications in the hiring department, with a decision within the following week.
 - f. The Workforce Analyst will work with the HR Contact and hiring manager to expedite appropriate paperwork, and maintain the equitable nature of the recruitment.
- C. Use of the emergency hire protocol cannot substitute for thoughtful workforce planning. The departments are encouraged to anticipate and plan for peaks in the academic and budget cycles, to avoid the repeated use of this protocol to staff the department.
- D. If a department determines an emergency appointment needs to be extended beyond 180 days, then recruitment for either a temporary or permanent position must be conducted in accordance with established guidelines.
- E. Individuals hired as emergency appointments up to 180 days are not entitled to and are not guaranteed the position if a recruitment is subsequently conducted.
- F. In any situation where this protocol conflicts with the CSUEU bargaining agreement, the bargaining agreement shall override the protocol.

IV. Completing the emergency hire – all actions prior to start date

- a. Candidate completes SJSU application
- b. Fingerprints must be taken and returned before the start date
- c. Appointment letter provided by the Workforce Planning Unit in Human resources, listing start-date, end-date, salary, and other pertinent conditions of appointment.

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