CASUAL WORKER APPOINTMENTS
HUMAN RESOURCES GUIDELINE

Human Resources | One Washington Square | San José, CA 95192-0046 408-924-2250 | 408-924-2284 (fax)

SUBJECT: CASUAL WORKER APPOINTMENTS

DATE: July 2007

I. PURPOSE / DESCRIPTION

Casual Worker appointments are available to assist hiring departments with intermittent work assignments that are temporary in nature, are frequently very short-term, and do not fall within a CSU classification.

Casual Workers are not bargaining unit members. They are not eligible for holiday pay, vacation time, sick leave, or health benefits.

The Casual Worker is paid an hourly rate which falls within a specified CSU salary range. They are paid once per month (on the 15th of the month).

Casual Worker Appointment shall not exceed one year (fiscal).

II. PROCESS

A. Hiring Department Responsibilities

1. Prior to hire, the department must submit the Request for Temporary Support form to Workforce Planning and a list of duties. This form is available on the Human Resources website.

2. Arrange for the Live Scan fingerprinting process prior to hiring.

3. Complete and submit an employee profile to initiate the hire.

4. Escort the Casual Worker to Human Resources on his/her first day of employment in order to complete required documents.

5. At the end of the appointment, department needs to submit and Employee Profile to separate the Casual Worker from the system.

B. Human Resources Responsibilities

1. Upon receipt of the Request for Temporary Support, Workforce Planning will determine that the work needing to be done fits within the Casual Worker category of temporary support.

Human Resources | One Washington Square | San José, CA 95192-0046 408-924-2250 | 408-924-2284 (fax)

2. Workforce Planning will determine that the hourly rate being requested falls within the Casual Worker salary range.

3. Workforce Planning will notify the hiring department that the Casual Worker may begin working.

C. Casual Worker Responsibilities

1. Complete an SJSU employment application.

2. Upon confirmation of appointment to a Casual Worker position, complete employment documents in the Human Resources office on the first day of employment.

I. Attachments

Request for Temporary Support