

**SUBJECT: HIRING TEMPORARY EMPLOYEES**

**DATE: July 2007**

**I. PURPOSE / DESCRIPTION**

The purpose of this program is to assist hiring departments in filling positions for a short or limited term, or in an emergency situation. Different types of temporary support are available. The circumstances of the position and the type of work determine the type of temporary support used. Bargaining unit agreements and the CSU system also factor into the appointment of temporary workers. The type of classification determines whether the temporary worker will receive any benefits while working at San José State. The classification also determines how and when the temporary worker is paid, and the maximum allowable length of the assignment.

Types of temporary support include Temporary Agency worker, Casual Worker, Emergency Hire, Special Consultant, and Retired Annuitant. To learn more about each type of temporary support, please review the separate policy for each.

Temporary workers hired through the temporary support program may only be hired on a permanent basis if they are selected through a recruitment process.

**II. PROCESS**

**Hiring Department Responsibilities**

1. Complete the Request for Temporary Support found on the Human Resources website. This form details any additional documents that are needed as determined by the type of temporary worker needed.
2. Arrange for LiveScan fingerprinting service with University Police.
3. Complete and submit an employee profile to initiate the hire.

**Human Resources Responsibilities**

1. Upon receipt of the Request for Temporary Support, Workforce Planning will make a determination of the type of temporary support that is appropriate based on the work being done, bargaining unit agreements, and other CSU parameters.
2. Human Resources will review the salary proposed by the hiring department, or provide an appropriate salary recommendation.
3. After receipt of all required documents, Human Resources will notify the hiring department with an approval to proceed with the hiring of the temporary support worker.

**III. Attachments**  
[Temporary Support Request](#)