TEMPORARY EMPLOYMENT POLICY B032

05/23/2012

PURPOSE

This is a policy regarding the employment of temporary employees.

DEFINITIONS

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Casual Worker (Coral Gables/Marine Campuses)</td>
<td>Casual workers recruited and hired by a department.</td>
</tr>
<tr>
<td>Temporary Pool Employees (Coral Gables/Marine Campuses)</td>
<td>Temporary employees recruited and hired by the University's Temporary Services. Unlike per-diem employees these temporary employees have a confirmed start date and a set schedule.</td>
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<tr>
<td>Temporary Services (Coral Gables/Marine Campuses)</td>
<td>A unit within Human Resources that identifies a group of qualified applicants seeking employment on a temporary basis. These temporary employees are available to departments who may have a need for additional staff on a temporary basis.</td>
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<tr>
<td>Per Diem Employees (Medical Campus)</td>
<td>Employment on an as needed basis for an indefinite period of time. These employees do not have any type of set schedule and have been hired by the University to provide services as needed. Positions include nurses, CRNA, ARNP, wellness instructors, technicians, etc.</td>
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<tr>
<td>Temporary Employees (TM – Non-Research) (Medical Campus)</td>
<td>Temporary employees recruited and assigned to a department for no longer than 90-days and primarily based to cover for seasonal function, extended as needed by regular staff etc. Unlike per-diem employees these temporary employees have a confirmed start date and a set schedule.</td>
</tr>
<tr>
<td>Temporary Employees (TM – Research) (Medical Campus)</td>
<td>Temporary employees recruited and assigned to a department for no longer than 90-days and primarily based to cover for seasonal function, extended as needed by regular staff etc. Unlike per-diem employees these temporary employees have a confirmed start date and a set schedule.</td>
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POLICY

The University permits employment of temporary employees and casual workers. These individuals are considered non-regular employees and are not eligible for University benefits. All temporary and casual worker employees are required to apply on-line through the University’s career website prior to being considered for a position. During the initial processing interview, all employees will complete required paper work including references, criminal background release, and drug testing consent. Once the processing is complete, the temporary employee will be required to complete drug testing and employee health screening (if applicable).

There are two categories of casual workers:
a) Employment for an indefinite period and on an intermittent basis for positions such as tutors, weekend workers, stadium workers, massages therapists, etc. This classification of employee can have a Full Time Equivalency (FTE) of no greater than .2 or no more than 15 hours per pay period. (HW)

b) Employment for a maximum of 12 months continuous employment on a full-time/part-time basis. (TT)

Departments employing a casual worker or temporary pool employee for a continuous period of 12 months must provide a written explanation of the reason for continued temporary employment in excess of 12 months. The explanation must include that the individual is not interested in changing his/her employment status or detailing the reasons why the individual has not been offered regular employment. This documentation should be forwarded to the Temporary Services Office for approval of assignment continuance. Temporary employees who have a break in service of more than 90 days may be considered for re-employment in the same department. This requirement does not apply to per-diem employees.

**PROCEDURE**

**Coral Gables/Marine Campuses**

Requests for temporary pool employees through Temporary Services must be submitted via a Temporary Employee Request Form (TERF) through the ARIBA/UMeNet system. Temporary positions are not posted on the HR website unless requested by a department for hard to fill positions. Once the TERF is approved by Human Resources an electronic notification will be sent to the initiator of the TERF. Human Resources will fill such requests using qualified individuals; should qualified applicants not be available through the University’s Temporary Services, the Temporary Services recruiter will contact the initiator and discuss the possibilities of using the services of an approved employment agency, with whom the University has entered into a contractual agreement. Once the temporary request is filled either by the University’s Temporary Services or by an employment agency, the individual department requesting temporary pool employees will be responsible for employee pay plus administrative charges. Charges will be billed to the account number provided on the TERF. Once a candidate has been identified, Temporary Services will contact the candidate and review the requirements for the position and the job description.

Casual Workers: Casual Workers are recruited by the department. Once a suitable candidate is selected, the Human Resources Employment Office must be contacted to coordinate completion of required employment paperwork. Human Resources will send New Hire Portfolio to candidate and copy hiring manager or/and HR contact. Casual Workers must contact the Employment Office to coordinate drug testing within 48 hours of the offer.

The department is required to submit a DHRS online document to add the Casual Worker to the HR/Payroll system.

**Medical Campus**

Requests for Temporary Positions and Per Diem Positions must be requested via the appropriate position requisition document, i.e. Create a New Position (CNP), Fill a Vacant Position (FVP) or Reclassify a Position (RCP) through the ARIBA/UMeNet system. In most cases, these positions will be posted on the HR website unless requested by a department for hard-to-fill positions or the department has maintained an approved list of Per Diem employees or returning temporary employees.

Once the document is approved by Human Resources an electronic notification will be sent to the initiator.

Violators of this policy will be subject to disciplinary action as captured in the “Performance Improvement/Disciplinary Process” policy.