

COLLEGE of CHARLESTON

OFFICIAL POLICY

9.2.3 NON- FACULTY TEMPORARY EMPLOYMENT POLICY 08/16/2016
(Excluding Adjunct Faculty)

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN EMPLOYEES AND THE COLLEGE OF CHARLESTON. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHT OR ENTITLEMENTS. THE COLLEGE OF CHARLESTON RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS POLICY IN WHOLE OR IN PART, AT ANY TIME. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH, CREATE ANY CONTRACT OF EMPLOYMENT.

Policy Statement

Individuals may be hired at the College of Charleston on a full or part-time temporary basis to provide immediate and essential assistance within a department. This hiring may occur with or without benefit of recruitment, but must comply with all employment procedures as established by Human Resources. Human Resources is available to assist with recruitment processes should the department desire to do so. No temporary employee shall begin working until approved via Human Resources. Newly hired temporary employees must have a background check and provide Human Resources with sufficient documentation to complete an I-9 form and E-verification.

Continued employment is dependent solely on the needs of the hiring department. Temporary employees are subject to all policies and procedures of the College of Charleston, unless specifically exempted. Temporary employees are required to participate in direct deposit.

Temporary employment appointments should last no more than twelve months.

Temporary employees are deemed at-will and employment may be terminated at any time, with or without cause. Temporary employees are exempted from coverage by the State Employee Grievance Procedure Act.

Temporary employees are not eligible for paid leave or holiday pay.

Temporary employees who are also employed in a permanent position with the College or

any other State agency will be considered dual employees and must be employed in accordance with the Dual Employment Policy.

If any temporary employee is already a member of the State retirement system, or has funds on deposit with the State retirement system, then participation in the State retirement system is mandatory.

Temporary employees who are not already in the State retirement system will automatically be enrolled into the system unless they elect to decline to participate. Non-election must be made within 30 days of employment.

In accordance with the Affordable Care Act, temporary employees may be deemed eligible for Health and Dental benefits through the College of Charleston if their position is non-seasonal and they work on average at least 30 hours per week during the established measurement period. Eligibility determinations will be made by Human Resources in accordance with the established guidelines. Eligibility for benefits may change during the course of employment.

Policy Manager and Responsible Department or Office

The Vice President of Human Resources and the Office of Human Resources are responsible for this policy.

Purpose/Reason for the Policy

The purpose of this policy is to provide general guidelines by which temporary employees may be employed at the College of Charleston.

Departments/Offices Affected by the Policy

All departments and offices are affected by this policy.

Procedures Related to the Policy

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Related Policies, Documents or Forms

Temporary Employee Appointment Form
Request for Employee Posting/Hire Authorization Form
Temporary Position Description Template Form
Dual Employment Policy

Issue Date: 8/16/2016

Date of Policy Revision: 8/16/2016

Next Review Date: 10/16/2020

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 9.2.3

President or

Chairman, Board of Trustees



Date: 8/16/16