Hiring of Temporary Positions Policy

Policy Number	300.41.02	**Custodian**	Human Resources
Approved Date	7/10/2024		
Effective Date	7/10/2024	**Review Date**	Nov. 2020
References: Search Committee Policy, Employment Classification Policy			

1. **Purpose**

   To provide flexibility by adding and deducting support as needed without having to add full-time salaries or make layoffs.

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. There is a process for hiring temporary positions.

4. **Definitions**

   4.1. Temporary Appointment. An appointment lasting six (6) months or less, with a specific expiration date.
   - WETCC may make a temporary appointment to:
     - Meet an employment need that is scheduled to be terminated within six (6) months or less for the completion of a specific project or peak workload.
     - Fill positions that involve intermittent or seasonal (recurring annually) work schedules.
     - Fill an empty position until ready for a permanent position to be advertised.

5. **Procedures**

   5.1. Before temporary employees are hired, the appropriate director should ensure the employment of temporary personnel is essential, and the work assignment cannot be performed by regular employees.

   5.2. The appropriate director meets with human resources (HR) to ensure the paperwork is completed.

   5.3. The HR along with the finance director reviews the hourly wage for the temporary employee.

5.4. Human resources proposes a fair salary.

5.5. The grant manager reviews grant monies and allowable expenses.

5.6. The finance director reviews the budget.

5.7. Temporary hires do not need to be recruited, it is at the discretion of the appropriate director and president.

5.8. Temporary employees are not eligible for any of the benefits of WETCC.

5.9. Temporary employees must complete all new hire paperwork prior to starting work and are bound by the policies of the WETCC.

5.10. A temporary employee does not serve a probationary period and is not eligible for promotion, reassignment, or to transfer to another position.

Revision History

Rev. Date	Rev. No.	Revision
7/10/2024	2.	Housekeeping; New Format; Custodian Change
11/17/2020	1.	Original