



Administrative Procedure

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Supercedes:	
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Subject: TEMPORARY APPOINTMENTS

1.0. PURPOSE:

To establish the policy and procedure related to temporary appointments and/or promotions.

2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University, excluding auxiliary organizations, Unit 3 (Faculty), Unit 8 (Public Safety) and those administrative positions requiring formal consultation with the Academic Senate.

2.2. Important: This procedure, or portions thereof, may be superseded by an agreement between The California State University and an exclusive representative developed as a result of collective bargaining.

When referring to this procedure as it relates to actions affecting represented employees, consult the agreement that applies to employees within the represented unit.

3.0. REFERENCES:

3.1. Education Code 89531, 89533 & 89544.

3.2. Collective Bargaining Agreements:

Unit 1 Section 11.2
Unit 2 Section 9.4-9.14
Unit 4 Section 13.5-13.7
Unit 5 Section 9.4-9.14
Unit 6 Section 10.5
Unit 7 Section 9.4-9.14
Unit 9 Section 9.4-9.14

Approved:

Date:

4.0. POLICY:

It is the policy of the University to appoint and/or promote employees and outside applicants to positions of limited duration. Employees who accept temporary promotions and have gained permanency in a lower classification may return to their permanent position at the end of the temporary assignment. New appointees who accept temporary appointments will be terminated at the end of the appointment unless they are reappointed or reassigned. By nature of their appointments, Intermittent Employees, Special Consultants, Helper Aids, and employees hired after January 1, 1972, who are working less than full-time are deemed to be temporary employees.

All appointments shall be based solely upon ability and fitness for the position to be filled, without regard to race, color, national origin, ancestry, age, handicap, veteran status, sex or sexual orientation of the applicant.

All employees are required to meet the minimum qualifications as outlined in the classification and qualification standards for the position. Selection criteria must be established and weighed prior to the administration of selection devices. The selection devices used must be job-related and administered equitably to each applicant.

No official offer may be extended until the required forms have been submitted. Offers of employment may be extended only by the appointing authority of the University.

5.0. DEFINITIONS:

5.1. Temporary Employee--One appointed or promoted to a position of limited duration.

5.1.1. Employees appointed to positions in excess of six months will automatically become members of the Public Employee's Retirement System (PERS) and be eligible to participate in the insurance programs, but will not be eligible to participate in the Fee Waiver Program.

5.1.2. Merit Salary Adjustments (MSA) will be granted according to the schedule established for the assigned classification. Employees who transfer to permanent positions of the same classification or a lower classification will be given credit toward their MSA for the time spent in the temporary position.

5.1.3. Usually temporary employees are not covered for Non-Industrial Disability (NID). There are exceptions for part-time employees who are in continuing appointments and are members of PERS.

- 5.2. Special Consultant--One who does not fall within the guidelines of our regular classifications, usually hired to provide special expertise for a short period of time. Special Consultants are paid a daily rate and are appointed on a temporary basis.
- 5.3. Part-time or Fractional Employee--One whose regular work schedule is less than 40 hours per week. Employees hired after January 1, 1972, into less than full-time positions may not gain permanency and are considered temporary employees.
- 5.4. Helper Aid (and other Special Aids)--One hired into a training classification in which no permanency may be granted. Unless funded by an outside grant, appointments to this class should not exceed one year.
- 5.5. Intermittent Employee (also referred to as Positive Attendance Employee)--One paid only for hours worked at the hourly equivalent of the monthly salary for a specific classification. Employees on this pay plan usually have irregular work schedules, which may vary from pay period to pay period. Employees on this plan may be appointed for a year at a time, with an ending date of December 31.
- 5.6. Volunteer Employee--One who volunteers his/her services, without salary remuneration.
- 5.7. Advisory Committee--A formal panel of 3-5 members constituted expressly for the purpose of reviewing, interviewing and recommending finalists to the department supervisor responsible for final selection.
- 5.8. Appointing Authority--President of the University or designee. The designee for positions other than academic positions is the Director of Human Resource Management.
- 5.9. Affirmative Action Compliance Report--Form AAO(1885-1:4)F957 (8/85) to be completed by the employing department supervisor for designated administrative and other positions. The form is reviewed by the Affirmative Action Program Director to determine that all affirmative action guidelines have been complied with in the recruitment and selection process.
- 5.10. Applicant Appraisal--Standard form HRM-007A-1 (6/85) completed by the department supervisor for each applicant interviewed listing specific reasons for selection based upon pre-determined criteria.

- 5.11. Staff Transaction Form--Standard form HRM-884A-1 (5/88) completed by the department and submitted to Employment Services to indicate selection of a candidate. This approved form constitutes Employment Services' authority to extend an offer of employment.
- 5.12. Staff Notification--Standard form HRM 885A-1,2&4 (6/85) completed by Employment Services and used to notify non-management candidates of their selection and conditions of employment. Letters are written to notify candidates hired under the auspices of the Management Personnel Plan (MPP).
- 5.13. Selection Devices--Refers to applications/resumes, skills tests, specialized tests, interviews, physical examinations, etc. used to select a qualified candidate for the position.

6.0. RESPONSIBILITIES:

6.1. Employment Services will:

- 6.1.1. Determine the classification and salary step of the employee/applicant chosen to fill a temporary vacancy of less than 30 days.
- 6.1.2. Recruit for temporary position vacancies of more than 30 day duration according to the procedures set forth under Selection and Appointment Procedure #314.
- 6.1.3. Advise employees of the temporary status of the position and the conditions of employment unique to temporary appointments.
- 6.1.4. Determine applicability of reassignment from temporary position and assist with placement in another position.
- 6.1.5. Monitor expiration of temporary appointments and notify department of same.

6.2. Employing Departmental Supervisors will:

- 6.2.1. Consult with Employment Services regarding the temporary vacancy.
- 6.2.2. Submit requisition, job description and organization chart to initiate recruitment. (See selection and appointment.)

6.2.3. Select an on-campus employee to fill a temporary promotion of less than 30 days and may do this without announcement of the position vacancy.

6.2.4. Submit a Staff Transaction Form to appoint or extend temporary employees.

7.0. PROCEDURES:

7.1. All applicants for vacant positions will complete the Application for Employment, form HRM-002A/B (9/88), or the Promotion/Transfer Application, form HRM-101A.

7.2. Employment Services will evaluate applications of candidates selected for interview to determine if applicants meet the minimum qualifications for the position using the Classification and Qualification Standards and the Career Opportunities Announcement.

7.3. Selection Procedures:

7.3.1. Employment Services will forward all applications to the department supervisor.

7.3.2. The department supervisor will screen the applications based on qualifications to perform the duties of the position and select the candidates best qualified for interviews based on the selection criteria.

7.3.3. Employment Services will review applications of candidates selected for interview to determine if applicants meet the minimum qualifications. Candidates whose qualifications are questionable will be interviewed by Employment Services to determine inclusion in the interviewing pool.

7.3.4. The department supervisor will schedule interviews for the qualified candidates and forward a copy of the interview schedule to Employment Services for review.

7.3.5. Employment Services will:

7.3.5.1. Administer the appropriate skills tests to the top candidates.

7.3.5.2. Notify applicants not selected for interview.

- 7.3.6. The department supervisor will interview and complete the Applicant Appraisal Form HRM-007A-1 (6/85).
- 7.3.7. The department supervisor will consult with the fiscal authority and Employment Services regarding appropriate salary step.
- 7.3.8. The department supervisor will complete the Staff Transaction Form HRM-884A-1 (5/88) to request appointment of the final candidate and route the form and, if appropriate, the Advanced Step Appointment HRM-008A (7/84), to the fiscal dean or administrative officer for review and signature approval.
- 7.3.9. The department supervisor will forward the approved Staff Transaction Form HRM-884A-1 (5/88), Applicant Appraisal Forms HRM-007A-1 (6/85), Advanced Step Appointment HRM-008A (7/84), and all applications to Employment Services.
- 7.4. Selection Procedures for Classifications requiring Affirmative Action Procedures and Designated Positions:
 - 7.4.1. The department supervisor, in consultation with the Director of Human Resource Management, or designee, and in cases where an Affirmative Action Compliance Report AAO(1885-1:4)F957 (8/85) is required, with the Affirmative Action Program Director, will:
 - a. Determine if an advisory committee will be used.
 - b. If an advisory committee will be used, determine the composition of the panel. The following representation will be considered: users of the services, persons in similar positions in an outside agency or other university; department representatives in a lateral or higher level capacity; and faculty members and/or other appropriate persons who can offer expertise.
 - c. The supervisor of the position shall not be a member of the committee.
 - d. Consideration shall be given to the ethnic and sexual composition of the committee.

7.4.2. The Advisory Committee will:

- a. Select a Chairperson.
- b. In consultation with the supervisor and Affirmative Action Program Director, recommend the selection criteria.
- c. Review all applications to determine the candidates to be interviewed by the committee.
- d. Provide Employment Services with applications of candidates selected for interview to ensure that applicants meet minimum qualifications.
- e. Provide Employment Services with a list of the questions to be asked during the interview.
- f. Schedule interviews and advise Employment Services, when necessary, to coordinate travel arrangements.
- g. Conduct the interviews, and reach consensus on the top candidates.
- h. Recommend a minimum of three candidates to the supervisor. These will not be in rank order.

7.4.3. The Chairperson of the committee will:

- a. Complete the Affirmative Action Compliance Report AAO(1885-1:4)F957 (8/85). Each member of the panel will indicate concurrence by initialing the report. If any member of the panel does not concur, a dissenting report may be submitted.
- b. Submit the report to the supervisor.

7.4.4. The Supervisor will:

- a. Interview the finalists and arrange a meeting with the Employment Services Manager, or designee.
- b. Complete a brief addendum to the Compliance Report indicating reasons for selecting the final candidate.

- c. Complete the Staff Transaction Form HRM-884A-1 (5/88) and secure the signature of the fiscal dean or administrative officer on both the Staff Transaction Form and the Compliance Report.
 - d. Submit the approved Staff Transaction Form, Compliance Report, and any supporting documents to Employment Services.
- 7.4.5. The Employment Manager and the Affirmative Action Program Director will review to ensure that all procedural requirements have been met before an offer of employment is made.
- 7.4.6. In the event an advisory committee is not used, the supervisor will be responsible for the procedural steps assigned to the committee.
- 7.4.7. Exception: If arrangements are made for out-of-area candidates to meet with campus representatives other than the advisory committee and/or department supervisor, the following conditions will apply:
- a. All applicants interviewed will be treated in a like manner.
 - b. An agenda of their scheduled visit will be provided in advance to Employment Services.
 - c. The Director of Human Resource Management, or designee, will be included on this agenda.
- 7.5. Selection Procedures for Positions Covered by Collective Bargaining Agreements for Units 4 (Academic Support) and 6 (Skilled Crafts):
- 7.5.1. The department supervisor, using an advisory committee or other appropriate consultative procedures, will follow the procedures outlined above through the point of selecting a candidate for the position.
- 7.5.2. Positions in Bargaining Unit 4: When utilizing a search or interview committee to fill a position, at least one (1) bargaining unit member shall be included on the committee.

7.6. Employment Services will:

- 7.6.1. Transmit the Affirmative Action Compliance Report AAO(1885-1:4)F957 (8/85) to the Affirmative Action Program Director for approval.
- 7.6.2. Interview the selected candidate; discuss the conditions of employment and rate of pay; extend a formal offer of employment; and arrange a start date.
- 7.6.3. Complete the Staff Transaction Form HRM-884A-1 (5/88), indicating the conditions of employment. The department head does not have the authority to extend offers of employment.
- 7.6.4. Advise the new employee to bring proof of their identity and legal right to work in the United States when they report to Human Resource Management on the first day of service to complete personnel processing.
- 7.6.5. After the selected candidate has accepted, notify unsuccessful finalists that the position has been filled.
- 7.6.6. Prepare and distribute the letter of appointment or the Staff Notification.
- 7.6.7. Maintain files, by expiration date, of temporary employees.
- 7.6.8. Send notices a month prior to the expiration date, advising departments of temporary employees whose appointments are due to expire.

7.7. Expiration of Temporary Appointment:

- 7.7.1. If temporary appointment is to be extended, department supervisor will notify Employment Services by submitting an approved Staff Transaction Form at least 10 working days prior to expiration of appointment. Consult the agreement that applies to employees within the represented unit.
- 7.7.2. If the temporary employee is not to be extended, the department supervisor will:
 - a. Advise Employment Services and employee that the appointment will not be extended.

- b. Recommend employees who have done a good job and wish to continue working to Employment Services for possible transfer.
- c. Initiate separation procedures. (See Separation and Termination for those employees who are leaving.)

8.0. APPENDICES:

- 8.1. Application for Employment (General), HRM-002A (9/88).
- 8.2. Application for Employment (Professional), HRM-002B (9/88)
- 8.3. Promotion/Transfer Application, HRM-101A (8/84).
- 8.4. Applicant Appraisal, HRM-007A-1 (6/85).
- 8.5. Affirmative Action Compliance Report, AAO(1885-1:4)F957 (8/85).
- 8.6. Staff Transaction Form, HRM-884A-1 (5/88).
- 8.7. Staff Notification, HRM-885A-1,2&4 (6/85).
- 8.8. Advanced Step Appointment, HRM-008A (7/84).
- 8.9. Classification Requiring Affirmative Action Compliance Procedures.