



## I. PURPOSE

The Emergency Hire & Casual Worker Guidelines provides a mechanism for managers to address an urgent need for short-term, temporary staffing in represented positions.

- The CSUEU Contract (Units 2, 5, 7 & 9) allows for temporary appointments up to 180 calendar days.
- APC Contract (Unit 4) allows for temporary appointments up to 60 calendar days.
- SETC Contract (Unit 6) allows for temporary positions of less than ninety (90) calendar days. *Note: for SETC positions the position must be posted for three days at the Plant Operations site.* In those bargaining units where emergency hiring is not specified, the following guidelines shall serve as a model for such hiring.

Appointments cannot be extended beyond the maximum allowed, so please plan accordingly. Casual Workers and Emergency Hires are not eligible for benefits as eligibility is based on an appointment of half time or more for a period exceeding six months. Employees appointed less than half time or less than six months are not eligible for health and dental benefits, but do receive prorated sick leave and vacation.

## II. GENERAL DESCRIPTION

- A. An emergency hire shall be made available to a hiring manager under the following circumstances:
1. A failed recruitment (insufficient candidate pool and/or insufficiently qualified candidates) when incumbent has already separated from the position;
  2. Unexpected medical / personal leave by incumbent;
  3. Unanticipated project / operational needs that exceed the capacity and/or skill level of the current staff in the department;
  4. When department is uncertain of continued funding or duration of position or program.

## III. GUIDELINES

- A. Hiring manager will contact Employment Services Unit to initiate the emergency process. Note: the hiring manager may not make an offer for an emergency appointment, written or verbal, to any candidate prior to completing this process.
- B. Employment Services will work with the hiring manager to identify a qualified emergency hire, using the following guidelines:
- If the hiring manager has a potential candidate (e.g.: professional acquaintance; former employee) who is otherwise qualified to perform the essential functions of the position, the hiring manager will instruct the candidate to complete the appropriate process with Employment Services, including electronic fingerprinting prior to start date.
  - If the hiring manager does not have a candidate, Employment Services will post the position for one week on the HR website, and review recent submissions for similar positions to identify potential candidates. Any posting or conversations with potential candidates must clearly state the temporary nature of the position, with no stated or implied assurances of permanent employment.
  - The Classifications & Compensation Unit will perform an informal classification review. Changes in classification are not subject to appeal.
  - Submissions will be screened for minimum qualifications and forwarded to the hiring manager no later than one week after the screening date.
  - A hiring committee of no more than two individuals (hiring manager plus one) is strongly recommended. Interviews should be completed within a week of receiving qualified applications in the hiring department, with a decision with the following week.
  - Employment will work with the hiring manager to expedite appropriate paperwork, and maintain the equitable nature of the recruitment.
- C. Use of the emergency hire protocol cannot substitute for thoughtful workforce planning. The departments are encouraged to anticipate and plan for peaks in the academic and budget cycles, to avoid the repeated use of this protocol to staff the department.
- D. If a department determines an emergency appointment needs to be extended beyond the number of days specified in the applicable contract, then recruitment for either a temporary or permanent position must be conducted in accordance with established guidelines.
- E. Individuals hired as emergency appointments up to the maximum number of days per contract agreement are not entitled to and are not guaranteed the position if a recruitment is subsequently conducted.
- F. If any situation where this protocol conflicts with the CSUEU bargaining agreement, the bargaining agreement shall override the protocol.

**EMERGENCY HIRE CHECK LIST** (the following actions must occur in sequence prior to the start date)

- Complete a Request to Fill Form, obtaining the appropriate signature authorizations. Attach the following to the Request to Fill Form; Position Description (for assistant please contact Classification & Compensation Unit) Required Training Guide, Org Chart and Physical Requirements then route to Employment Services.
- The candidate must complete and submit the standard CSU, Chico Staff & Management Job Application (non-faculty positions), and other documents that may include: résumé, required certifications or licenses (i.e. current, driver's license, Nurse Care Practitioner's certification, etc.) to demonstrate minimum qualifications are met.
- If the hire is to cover a recruitment period, it is important that the emergency hire and the department understand that, as an emergency hire, he/she is not guaranteed a position. Also note that the emergency hire will need to apply for the recruited position to be considered.
- An interview is required unless you have worked with this person previously. After the application, resume, and position description have been reviewed by the Employment Services Unit for minimum qualifications, the hiring department can schedule the interview appointment. The interview questions must be job related. The Employment Services Unit can provide assistance with interview questions if needed. Forward all completed interview notes and forms to Employment Services.
- The candidate must sign an Applicant Background Check Authorization prior to checking references. (Applicant Background Check Authorization available in Employment Services)
- Two employment reference checks must be completed for every CSU, Chico staff hire. Please return the signed Employment Information Release form and completed reference check sheets to Employment Services. (Telephone Reference Check forms are available in Employment Services).
- Schedule an appointment with the University Police Department Live-Scan desk at x3702 to have a fingerprint background clearance completed, if required. The applicant must have a completed Live-Scan form (available in Employment Services), a CAF for \$71.00 made out to UPD, and a picture ID at the time of the appointment.
- Have an official, sealed copy of transcripts sent to Employment Services, if required.
- Finalize the salary and a start date. The salary should to be equitable and appropriate. Consult with the Classification and Compensation Unit for assistance. Please note, time between the job offer and start date must be adequate to have an appointment letter prepared, mailed, and returned to Employment Services.
- Call your candidate to make an offer based upon successful completion of fingerprinting (if required), confirming the start date and salary. Employment Services will follow up with the candidate to discuss general employment information and will have the appointment letter prepared. Please allow time for the finger printing results. Without exception, the candidate must return their signed acceptance of the appointment letter to Employment Services before they can begin work.
- Schedule an employment physical with Enloe Occupational Health (332-6890), if required. Applicant should have a copy of the Position Description and the Physical Requirements to take to this appointment. Physicals will be charged to the department by Human Resources Service Center.
- Immediately prepare and process a Staff Action Form for the appointment. To expedite the employees' access to necessary campus resources prior to their start date, please refer to the "Shell Hire" process.
- Your new employee must complete appointment documents (I-9, W-4, personal data) prior to assignment of work.