Emergency Hire Guidelines

I. PURPOSE
The Emergency Hire 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 and in UHFS. 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. Emergency Hires are not eligible for dental, vision and health 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 benefits listed above but will 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:
   - A failed recruitment (insufficient candidate pool and/or insufficiently qualified candidates) when incumbent has already separated from the position;
   - Unexpected medical / personal leave by incumbent;
   - The position was recently reviewed.

B. The classification must be reviewed under the following circumstances:
   - Unanticipated project / operational needs that exceed the capacity and/or skill level of the current staff in the department;
   - The position description has not been reviewed in more than two years.
   - The existing position is being modified.

C. When the Classifications & Compensation Unit performs an informal classification review, the classification determination is not subject to appeal. Note, by appointing someone in a classification for the purpose of an emergency appointment we are not confirming that the position is correctly classified.

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.
   - 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. The use of emergency hires cannot substitute for thoughtful workforce planning. Departments must anticipate and plan for various cycles to avoid a recurring need for an emergency hire.

D. Individuals hired in emergency appointments are not entitled to the position and must apply to be considered for the position during a formal recruitment. Also note, the salary paid for an emergency hire may not be the same salary paid to selected candidate.

E. If any situation where these guidelines conflict with the CSUEU bargaining agreement, the bargaining agreement shall override the guidelines.
EMERGENCY HIRE CHECK LIST (the following actions must occur in sequence prior to the start date)

☐ Send the updated Position Description, Required Training Guide, Department Org Chart and Physical Requirements to Classification & Compensation Unit.

☐ Complete a Request to Fill Form, obtaining the appropriate signature authorization and 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. Return the signed Applicant Background Check Authorization Form to Employment Services.

☐ A minimum of two employment reference checks must be completed for every CSU, Chico staff hire. Return the completed Telephone Reference Check Form to Employment Services.

☐ Employment Services will work with the hiring department to 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.

☐ An offer can be made only after Employment Services has confirmed fingerprinting clearance and is in receipt of the reference checks. If a physical is required the hiring department shall make an offer based upon successful completion of a physical confirming the start date and salary.

☐ The Hiring Department will schedule a pre-employment physical with Enloe Occupational Health by calling 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.

☐ If there are no problems cited in the physical examination, Employment Services will follow up with the candidate to discuss general employment information and will have the appointment letter prepared. Without exception, the candidate must return their signed acceptance of the appointment letter to Employment Services before they can begin work.

☐ The Hiring Department will immediately prepare and process a Staff Action Form for the appointment. The new employee must complete the necessary employment documents (I-9, W-4, personal data) prior to assignment of work.

☐ The employee must be provided his/her position description and physical activities and working conditions of the job within seven days of beginning employment. Please note you will need to allow time for your new employee to attend new employee orientation and required training.