I. PURPOSE
These guidelines provide a mechanism for managers to address an urgent need for short-term, temporary staffing in represented positions.

A. The CSUEU Contract (Units 2, 5, 7 & 9) allows for temporary appointments up to 180 calendar days. In the event of a conflict with the CSUEU bargaining agreement, the bargaining agreement shall supersede these guidelines.
- APC Contract (Unit 4) allows for temporary appointments up to 60 calendar days.
- SETC Contract (Unit 6) allows for temporary positions of less than 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.

II. GUIDELINES & PROCESS
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.

B. Emergency appointments cannot be extended beyond the maximum allowed, so please plan accordingly. Emergency hires are not eligible for dental, vision, and health benefits but will receive prorated sick leave and vacation.

C. Employment Services will establish a pool of qualified candidates using the following guidelines:
- The Classification & Compensation Unit will authorize a general position description for the following classifications: ASA I, ASA II, and Information Technology Consultant-Foundation.
- The Employment Services Unit will create temporary pools within the online recruitment system, PeopleAdmin for the classifications outlined above and screen all applicable résumés for minimum qualifications.
- There will be a committee of representatives appointed by each vice president, including one MPP and HR staff to interview applicants and determine if they are qualified for any or all of the positions in the pool.
- The qualified candidates will submit the appropriate background information, including a Live Scan (fingerprinting will occur at least once in every 12-month period). The cost of all initial Live Scans will be incurred by Business & Finance. Once a candidate is placed in a department, there will be a charge back to the hiring department for a portion of the cost for the Live Scan ($35).
• The pool will consist of at least three people for each position in the pool. Employment Services shall establish another pool when there are insufficient people in the pool or a year has passed.
• Employment Services shall appoint candidates from the pool to the appropriate emergency appointment.
• At the conclusion of each emergency appointment the hiring department is responsible for completing a performance evaluation using the attached Emergency Hire/Casual Worker Performance Evaluation Form and forwarding it to Employment Services.
• Periodically, Employment Services shall review the performance evaluations, the number of times the candidate in the pool turned down an assignment, and any other relevant factors to determine whether a candidate should continue in the pool program.
• Employment Services will work with the hiring manager to expedite appropriate paperwork and maintain the equitable nature of the recruitment.

D. The hiring manager will contact Employment Services to initiate the emergency process. Note: the hiring department may not make an offer for an emergency appointment, written or verbal, to any candidate prior to completing this process.
E. The hiring manager will contact the Classification & Compensation Unit (class/comp) to confirm the appropriate classification. When the Classifications & Compensation Unit performs a classification review, the classification determination is not subject to appeal.
F. 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.
G. Individuals hired in emergency appointments are not entitled to the position and must apply to be considered during a formal recruitment. Also note, the salary paid for an emergency hire may not be the same salary paid to selected candidate.

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

☐ Contact Employment Services to initiate the placement of a candidate.

☐ Contact the Classification & Compensation Unit to obtain a generic Position Description for the classification of the position you are seeking to fill. Submit the Required Training Guide, your Department Org Chart and Physical Requirements Form to the Classification & Compensation Unit.

☐ Complete a Request to Fill Form, obtaining the appropriate signature authorization and submit 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 ensure a fingerprint background clearance (Live Scan) has been completed, if required.

☐ 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 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 Requirements Form within seven days of beginning employment. Please note, you will need to allow time for your new employee to attend new employee orientation and any required training.