

ER 16 UNIVERSITY OF PITTSBURGH POLICY (formerly 07-01-05)

CATEGORY: PERSONNEL
SECTION: Recruitment
SUBJECT: Temporary Staff Recruitment/Oakland Campus
EFFECTIVE DATE: June 11, 2007
PAGE(S): 2

POLICY

NOTE: This policy applies to the Oakland Campus only. A separate policy exists for the University of Pittsburgh Regional Campuses.

I. SCOPE

This policy establishes the recruitment process for and employment of all temporary staff positions at the Oakland Campus.

II. POLICY

The Office of Human Resources' ALL•TEMPS service is responsible for recruiting, maintaining and assigning a qualified pool of temporary candidates to meet the short-term and/or sporadic staffing needs of University departments/schools, including temporary replacement during leaves of absence, vacation, special projects, vacancies, etc. The Office of Human Resources must approve all requests to hire temporary staff personnel to fill temporary staffing needs of a department/school at the Oakland campus. All temporary staff personnel are classified as ALL•TEMPS employees, unless designated otherwise by the Office of Human Resources.

All requests to hire temporary staff must be approved prior to employment commencing. The request for an ALL•TEMPS employee may be initiated by the responsibility center head or department management without approval of an administrative officer. The request must include a job description, the anticipated assignment duration (generally not to exceed six months), and the proposed salary. The Office of Human Resources is responsible for reviewing and approving the request to ensure the position and salary are in accordance with the University's Staff Classification System Guidelines.

The Office of Human Resources is responsible for recruiting and/or coordinating the recruitment of ALL•TEMPS staff in accordance with Policy 07-01-03, Nondiscrimination, Equal Opportunity, and Affirmative Action. ALL•TEMPS employees must be at least 18 years of age, whose assignment must be in compliance with the University's nepotism policy (See Policy 07-05-02, Conflict of Interest for Designated Administrators and Staff). ALL•TEMPS candidates must create an application in accordance with the University's designated on-line employment process. All offers of temporary employment must be extended by an Office of Human Resources representative.

Any contractual relationships with third party vendors for temporary staffing placement must be initiated, coordinated and approved through the Office of Human Resources.

ALL•TEMPS employees are not eligible for vacation days, personal days, sick days or other leaves; are not eligible for holiday pay if required to work on a University designated holiday; are not eligible to use the Formal Complaint Procedure; and are not covered by benefit insurances, other benefit programs and services, and the University's Retirement Program.

ALL•TEMPS employees are covered by Social Security and other statutory programs. ALL•TEMPS employees are eligible to make an unmatched, tax-deferred contribution to TIAA-CREF and/or The Vanguard Group up to the extent permitted by the IRS regulations.

ALL•TEMPS employees are not guaranteed regular employment status; however, they may apply for any regular position available at the University of Pittsburgh.

Recruitment Data

The Office of Human Resources is responsible for collecting and maintaining summary data on all applicants for ALL•TEMPS positions in compliance with state and federal regulatory requirements.

III. REFERENCES

[Procedure ER 16, Temporary Staff Recruitment/Oakland Campus](#) (formerly 07-01-05)

[Policy CS 07, Nondiscrimination, Equal Opportunity, and Affirmative Action](#) (formerly 07-01-03)

[Policy ER 02, Conflict of Interest for Designated Administrators and Staff](#) (formerly 07-05-02)

[Staff Handbook](#) – Temporary Employment Status