

ER 17 UNIVERSITY OF PITTSBURGH POLICY (formerly 07-01-06)

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

POLICY

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

I. SCOPE

This policy establishes the recruitment process for all temporary staff positions at the University's Regional Campuses.

II. POLICY

All requests to hire temporary staff to fill the short-term, and/or sporadic staffing needs of a department or school, including temporary replacement during leaves of absence, vacation, special vacancies, etc., must be approved by the respective regional Office of Human Resources. All staff hired on a temporary basis are classified as temporary employees, unless designated otherwise by the regional Office of Human Resources.

All requests to hire temporary staff must be approved prior to employment commencing. The request for a temporary employee may be initiated by the department management. The request must include a job description, the anticipated assignment duration (generally not to exceed six months), and the proposed salary. The regional 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 regional Office of Human Resources is responsible for recruiting and/or coordinating the recruitment of temporary staff in accordance with Policy 07-01-03, Nondiscrimination, Equal Opportunity, and Affirmative Action. Temporary 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). Temporary candidates must fill out a University application in accordance with the University's employment process. All offers of temporary employment must be extended by a regional Human Resources representative.

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

Regional Campus temporary staff 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.

Regional Campus temporary staff are covered by Social Security and other statutory programs. Regional Campus temporary staff 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.

Regional Campus temporary staff are not guaranteed regular employment status; however, they may apply for any regular positions available at the University of Pittsburgh.

Recruitment Data

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

III. REFERENCES

[Procedure ER 17, Temporary Staff Recruitment/Regional Campuses](#) (formerly 07-01-06)

[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