I. Purpose/Introduction/Rationale

It is the policy of Rollins College to supplement the regular work force with temporary employees when needed because of periods of peak workload, employee absences or other situations as may be determined by the College.

II. Procedure or Application

A. Application
   1. This procedure applies to all Exempt and Non-Exempt salaried and hourly positions.

B. Definition
   1. A temporary employee is an individual who is hired either part-time or full-time for a specified, limited period.

C. Procedures - Temporary positions will be filled as follows, if circumstances permit:
   1. The department head with the need will attempt to fill the position by transferring another employee within the department.
   2. If the position cannot be filled from within the department, the department head will submit a written request to Human Resources. Such request must contain the nature of the job assignment, the duration of time expected, the qualifications needed to fill and the budget account code to be charged.
   3. Human Resources will verify availability of budget resources to fill the temporary position.
   4. The Human Resources Department will recruit from within existing pools of candidates. If this is not feasible, temporary help will be obtained from an outside agency.
   5. The College may utilize work study students to fill temporary needs if they are available.
   6. For situations where the employee will be absent due to a medical disability covered under the provision of the College’s Salary Continuation Policy, the initial three (3) months of the temporary replacement’s wages will be paid from a central budget maintained by the Human Resources Department. The maximum amount which can be charged in any work week will be 37.5 hours.

D. Benefits Eligibility
   1. Temporary employees are not eligible for College sponsored benefits.
   2. For information concerning temporary employees who accept regular positions see the Conversion from Temporary to Regular Employment Status - Eligibility for Benefits policy.

III. Related Policies or Applicable Publications

Conversion from Temporary to Regular Employment Status - Eligibility for Benefits Policy
IV. Appendices/Supplemental Materials
N/A

V. Rationale for Revision
N/A