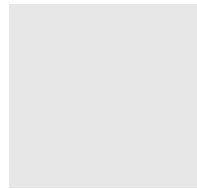


STOCKTON UNIVERSITY



PROCEDURE

Temporary Workforce Employment – Hiring Procedure

Procedure Administrator: Associate Vice President for Human Resources

Authority: N.J.S.A. 18A:64-8

Effective Date: August 29, 2022

Index Cross-References:

Procedure File Number: 6150

Approved By: Dr. Harvey Kesselman, President

The purpose of this procedure is to identify the types of employment available to the University on a temporary basis. These assignments are used to fill temporary gaps in employment due to seasonal and/or operational necessity because of leaves, retirements, other separations of employment, or the execution of a major project, event or initiatives. These temporary assignments may not exceed 944 hours per calendar year.

I. PROCEDURE

Prior to initiating a temporary assignment, the Hiring Manager must demonstrate to the respective Divisional Executive that the work to be performed is necessary for the effective operation of the unit.

All temporary employees are entitled to the hiring and compensation provisions established by the Fair Labor Standards Act and applicable State law and University policies and procedures. Temporary employees are eligible for sick leave hours as established by the New Jersey Earned Sick Leave Law, N.J.S.A. 34:11D-11. Temporary employees are not in any bargaining unit and are not eligible for salary increases, paid holidays, compensatory time and other benefits negotiated through the unions.

II. TEMPORARY WORKFORCE TYPES

TES (Temporary Employment Specialist) – Any individual appointed for a period not more than 944 hours in a calendar year (working days or weeks need not be consecutive).

STE (Student Employees) –

