

## HIRING TEMPORARY EMPLOYEES

### Temporary Appointments

Temporary appointments are limited to 48 hours per pay-period during the academic year and 80 hours per pay-period during the summer. Temporary employees can only be hired through CMU if they will be working in the state of Michigan. If you need a temporary employee to work more than 48 hours per pay-period during the academic year or you'd like to hire a temporary employee to work remotely from another state, they must be hired through Manpower. The cost associated with hiring an individual through Manpower is a 30.39% premium in addition to the individual's rate of pay. If interested in this option, you can work directly with Manpower by calling 989-772-7220.

In order to comply with the Office of Federal Contract Compliance Programs (OFCCP) job posting requirements, all temporary employees must apply to the appropriate temporary posting; unless the assignment duration is 3 days or less. All postings are available on the CMU applicant portal (<https://www.jobs.cmich.edu/>) under Temporary Staff. If your job opening does not fall within any of the posted positions Human Resources is happy to tailor a posting to your needs. Most postings will remain open year round so applicants can apply at any time.

Temporary employees may be hired for 6 months up to 3 years depending on the collective bargaining agreement/handbook. Temporary employees have no guarantee of continued employment or reappointment. Both the employee and the University are free to terminate the relationship with or without notice, with or without prior warning or discipline, with or without cause.

Temporary employees do not qualify for benefits or paid time off; however, temporary employees may be eligible for a retirement contribution if they previously worked at CMU or another state university in the MPSERS retirement plan.

In order to hire a temporary employee, the department should verify the individual has applied online, if necessary, and then **must** complete an electronic personnel transaction **before** the employee begins work to ensure that CMU is in compliance with all legal requirements. Ideally, this should be submitted 5 business days prior to the employee's start date to give Human Resources sufficient processing time. Human Resources will conduct a criminal history check on all temporary employees. Authorization to conduct a criminal history check is typically obtained through the application process. If it is not, the temporary employee will be asked to complete an Employment Verification form. Any costs associated with the criminal history check will be charged to the hiring department.

Human Resources can assist the department in determining an hourly rate for temporary employees. In addition to the cost associated with wages and possible retirement contributions, the department will also be responsible for covering the costs associated with FICA (7.65%).

On or before the temporary employee's first day of work, he/she **must** report to Human Resources in Rowe 109 to complete the Employment Eligibility Form (I-9) as required by law and other appropriate temporary paperwork (tax forms, university oath, etc). The new hire will be asked to show acceptable documents to prove employment eligibility (most common are driver's license & social security card or birth certificate or passport).

When an I-9 needs to be completed for off-campus temporary employees, Human Resources will work with the hiring manager to identify an authorized agent that can complete the I-9 for the university. The completed forms must be returned to Human Resources (**fax a copy and then mail the originals**) **by the first day of work** along with a copy of the employee's documents used for employment eligibility.

If a temporary assignment ends prior to the originally submitted end date, please email Val Basney at [basne1vs@cmich.edu](mailto:basne1vs@cmich.edu). Also remember to end any additional security that this person may have been assigned. (ie. SAP)

### **Conditional Appointments**

A conditional appointment is when a department temporarily places an individual into a **benefit-eligible** position without a search, typically while a search is being conducted to fill the position in accordance with CMU policies. Conditional appointments may be discontinued at any time with a two week notice to the employee. Human Resources, the Senior Manager and the Office of Civil Rights and Institutional Equity (OCRIE) must approve any conditional appointment. Conditional appointments cannot continue past 3 years and cannot convert to regular status without the department conducting a search in accordance with CMU policies.