

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) – Any individual registered for at least six credits at Stockton University who is employed by the University for no more than 25 hours a week (excluding summer or winter break) and who does not qualify as a full or part-time employee.

For additional information please refer to the Office of Human Resources, Talent Acquisition webpage.

III. TES HIRING PROCESS

1. The Hiring Department must complete a TES form and a TES job description template which are available on the Human Resources website. The TES form and

job description must be approved by the Divisional Executive and then forwarded to the Office of Human Resources (OHR) to TES@stockton.edu.

2. OHR will review the TES form, the job description, the proposed duration of the assignment, and the proposed compensation for consistency within established procedures and industry standards. If approved, OHR will coordinate with the Hiring Department to initiate the recruitment process.
3. All new or returning TES hires must apply through the University's applicant tracking system.
4. Upon completion of the application process (which includes a background check and other relevant onboarding forms), OHR will create/update the employee record in Banner.
5. An Electronic Personnel Action Form (ePAF) will be generated by the Hiring Department to provide notice to appropriate University stakeholders of the impending hire.
6. The ePAF will generate a notification to OHR to create a job record in Banner.
7. All temporary employees are subject to the University's policies and procedures.

The Hiring Manager is responsible for monitoring the temporary employee's conduct, performance, and time reporting.

Review History:

	Date
Procedure Administrator	01/28/2021
Divisional Executive	07/19/2022
General Counsel	08/17/2022
Cabinet	08/25/2022
President	08/29/2022