

CSUMB Emergency Hire Guidelines for Short-Term Appointments Classified or Management Employees

I) PURPOSE

These Emergency Hire Guidelines are intended to provide a mechanism for managers to address an urgent need for short-term, temporary staffing.

II) GENERAL DESCRIPTION

An Emergency Hire shall be made available to a hiring manager under the following circumstances:

- A recent employee separation resulting in a vacant position;
- A failed recruitment (insufficient candidate pool and/or insufficiently qualified candidates) when incumbent has already separated from the position;
- Medical/personal leave by incumbent;
- Project/operational needs that exceed the capacity and/or skill level of the current staff in a department;
- When the department is uncertain of continued funding or duration of position, program, and/or department.

III) GUIDELINES/STEPS

1. Hiring manager consults with the Talent Acquisition & Workforce Generalist. The University Personnel (UP) Generalist will provide the last position description (PD) on file for the vacancy and links to classification standards.

Note: If a vacant position exists, hiring managers should submit a [Request to Recruit](#) form as soon as possible so the vacancy can begin being recruited in a timely manner and filled before an emergency appointment expires.

2. Hiring manager emails a draft PD and resume of the qualified candidate to UP Generalist. If a qualified candidate has not been identified, UP Generalist will consult with hiring manager on options.
3. UP Generalist reviews the draft PD and confirms the appropriate classification. Resume is reviewed to determine if the prospective hire meets minimum qualifications. A salary review is conducted and a hiring salary is recommended.
4. Once UP confirms classification and minimum qualifications with hiring manager, the hiring manager will:
 - Share the position details and PD with the prospective hire, determine the start date and salary, and request references from the prospective hire.
 - The prospective hire provides the hiring manager with a list of references which must include prior supervisors and contact information for all references.
 - UP will provide prospective hire with Authorization and Release Form.

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5. Hiring manager should conduct three reference checks. If unable to do so, consult with UP Generalist. Hiring manager forwards Reference Check notes along with the approved [Job Action Form](#) (JAF), [Employee Data Sheet](#), resume, and PD to UP.

The JAF should include:

- Type of Action: CSUMB Emergency Temp
- Effective date –The effective date is the tentative start date and is subject to change based on the date JAF is received in UP, completion of background check, etc.
- End date – Note the following contractual limitations:
- **CSUEU:** Emergency temporary appointments may not exceed **180** days.
- **APC:** Emergency temporary appointments may not exceed **120** days.
- Indicate the time base, if the appointment will be intermittent hourly (for example: up to 20 hours) or a fixed time base (i.e. 20 hours/week or .50).

Note: All required forms are needed in UP prior to establishing a tentative effective date.

6. After approved paperwork is received in UP and reviewed, UP will notify the hiring manager to proceed with the verbal contingent offer and confirms the tentative effective date.
7. UP sends an email to the potential new hire with the contingent appointment letter and PD attached; including information to initiate the background check.
8. Once the background check has been approved, UP will send a welcome email to the new employee outlining the on-boarding process as well as send an on-boarding checklist to the hiring manager. Hiring manager ensures completion of the new employee on-boarding checklist to ensure access to the network, buildings and system accounts.
9. UP facilitates the New Employee Welcome meeting on the employee's first day. During this meeting the employee will submit the completed sign-in packet which include the I-9 Form.

Federal law requires that all new hires complete the I-9 form no later than 3 days after their start date or employment will be terminated.

Benefits Consideration for Budget Purposes:

Note that the Affordable Care Act (ACA) health benefits eligibility rules took effect on January 1, 2015. New hires with a time base of at least .75 are eligible for health benefits regardless of the length of appointment. An appointment duration of 6 months and a day is no longer required to qualify for health benefits. In addition, hourly employees will be eligible after it has been determined that they worked an average of 130 hours per month during a 12-month look-back period, assuming they are still on active pay status after this measurement period. Eligible employees will be offered health benefits or flex cash health only; dental and vision benefits are not covered by the ACA.

Participation in a mandatory retirement plan is required for all emergency hires which includes either:

- PST Retirement Plan (Part-time, Seasonal, Temporary retirement plans)
- CalPERS (if prior membership has already been established)