



<p><b>CHAPTER 2</b></p> <p>COLLEGE PERSONNEL – TEMPORARY STAFF</p>	<p><b>SECTION NO.</b></p> <p>2.12</p>
<p><b>REFERENCE</b></p> <p>2.12 Temporary Staff</p>	<p><i>Adopted: October 12, 2010</i></p> <p><i>Reviewed: September 14, 2010; September 13, 2016; February 13, 2024</i></p> <p><i>Revised: September 13, 2016; February 13, 2024</i></p>

The College shall employ temporary staff as needed, authorized and in accordance with the Board policies. A temporary staff position is exempt from any collective bargaining agreement.

Temporary Staff positions that are scheduled to work less than 30 hours per week or less than 4 consecutive months are non-benefited positions. Temporary Staff positions that are scheduled to work 30 or more hours per week and for a period longer than 4 consecutive months are eligible to enroll into health benefits which includes medical, dental and vision insurance.

Employees working in a temporary staff position for a period longer than two consecutive calendar quarters may qualify for personal leave and may be eligible for sick or vacation earned benefit time. Personal leave would be pro-rated for any employee working less than 2080 hours per fiscal year. See Board Policy 2.13.19.06 Personal Leave for details.

A temporary employee is hired for a definite duration of less than one year, is on call for peak periods, is seasonal or is a substitute. The College President may approve exceptions for extended temporary assignments upon the recommendation of the appropriate Senior Leadership Team member.

Duties are described in a temporary position description. A list of positions is available in Human Resources.