

County College of Morris Temporary Employment Policy

Overview

The County College of Morris has the need to employ individuals on a temporary basis from time to time. There are three avenues for filling this need:

- 1) Agency Temps
- 2) CCM Temps
- 3) Volunteers

This policy is intended to detail the use of CCM Temps. Often it is in the College's financial interest to utilize CCM Temps rather than Agency Temps.

It is the intent of the College to provide fair recruitment and employment practices for those individuals who are employed as CCM Temps. The following policy outlines the parameters of the allowable terms and conditions of employment of temporary personnel.

Recruitment and Selection of Temporary Employees

The typical recruitment sources for temporary employees include word-of-mouth references, former employees, walk-ins, current employees seeking supplemental work, and friends and families of the current workforce. The Human Resources Department will maintain a current pool of candidates for the most frequently utilized positions, utilizing the PeopleAdmin system. All potential CCM Temps must be "registered" on the system, located at jobs.ccm.edu.

Examples of qualified need for temporary staffing may include:

- Coverage for an employee's leave of absence
- Additional staffing needs for short term project/programs (e.g. Summer Sports Camps, College for Kids, Summer Academy)
- Seasonally increased need (e.g. Campus Bookstore staffing)

The Human Resources office will perform the initial screening of all candidates who wish to be considered for temporary employment. When a request for a temporary employee is received in HR, the HR Assistant will determine if there are qualified CCM temps available to fill the request. In the event that appropriate candidates are not available in the CCM Temp pool, HR will utilize the Agency Temp process to fill the need.

There are situations in which individuals who are full time College employees will seek to work additional time in temporary positions. A typical example is temporary needs in the College Bookstore to handle the "book rush" period. Except for Management, Faculty, AAPF represented employees and part time employees, permanent employees are welcome to apply for these positions so long as the temporary assignment does not interfere with the normal working schedule.

Commonly Used Positions

Positions most commonly requested that will be filled using CCM temps include:

- General clerical
- Clerical/Data Entry
- Administrative support
- Security/Parking Lot Attendants
- Bookstore cashier
- Bookstore stockroom

A brief set of skill requirements for these positions is attached. (Attachment 1)

Students and Part Time Employees

Except for special programs as approved by the appropriate Administrative Cabinet member, students who are eligible for the student employment program at CCM along with CCM part time employees are not eligible to participate in this “temp pool”.

Returning Employees

Temporary staffing who were previously hired by the College and who return after 1 year of ending their last assignment will be required to recomplete the entire new hire paperwork process. An approved requisition will be required to be in place prior to their starting work.

Benefits During Employment

Individuals hired to work at the College in a temporary capacity, either through an agency or directly by CCM, are not eligible for any of the employee benefits, including paid time off. Free parking will be available. Temporary parking permits will be provided to the temporary employee to be used during their assignment. Temporary employees are to use the parking lots provided to employees only (Lots 5 & 8).

Nepotism

All temporary staffing hires will follow the College policy on nepotism.

Positions hired directly (CCM Temps)

- Applicants will follow the hiring process for all employees, including:
 - Completion of application in the online applicant system
 - References must be obtained by the hiring manager
 - I-9 and W-4 must be completed
 - Harassment and discrimination training policies will be provided
 - Background check will be conducted by HR
 - Driver’s license check will be done, if appropriate
 - Emergency Contact Form will be completed by the new hire

Positions hired through an agency (Agency Temp)

- Applicants will be hired through agency processing procedures
- Hiring department must set up a BC# prior to the requisition being approved

Volunteers

In anticipation of having a volunteer work on campus, the hosting department/division must have in place a Volunteer Job Description, containing Department Head approval, on file in the Human Resources department prior to a volunteer beginning an assignment.

For the safety of employees and students, as well as the volunteer, individuals who wish to work at the college on a volunteer basis must formally establish their status with the college. Specifically, they will be required to complete a registration process in the Human Resources department prior to beginning any activity on the campus.

Registration Process

Volunteers will be required to complete the following:

- Volunteer Information Sheet
- Criminal Background Check Release form

In addition to the above requirements, Volunteer Coaches must also complete the following:

- Supplemental Driving Information form
- Complete a Defensive Driving Class which will be provided by the college

Supervisors of Volunteers

The college does, through the county, have a volunteer accident policy in the event of injury while on the college campus. Any volunteer who has an accident while performing volunteer duties must report to the Health Services office to notify them of the injury where they will be required to complete an Accident form which they must return to their supervisor for final completion. If Health Services is not available, the volunteer should report to Public Safety to begin this process. Volunteers are not covered by workers compensation insurance although there is reimbursement for medical expenses in excess of the volunteer's primary health insurance coverage through the Morris County Insurance Fund.

Final Note

All requests for temporary workers and volunteers must be placed through the department of Human Resources. Individual departments are not authorized to offer temporary employment to any individuals. Any individuals who are interested in becoming a CCM temp should be referred to HR or to the website, jobs.ccm.edu. Only candidates who are properly registered in this way will be considered for a position. It is expected that a temporary worker will be employed for a short duration (e.g. coverage for a leave, short term projects, seasonal spikes in work), and will normally not exceed 90 days of continuous employment.

