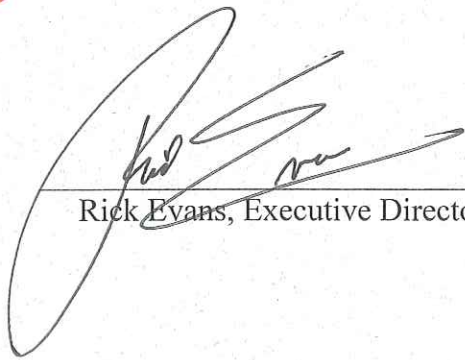




The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: HR004

Date: June 25, 2013


Rick Evans, Executive Director

Title: Emergency Hire Guidelines

Statement

This procedure outlines the guidelines for hiring Emergency Hires. The Emergency Hire process is designed to permit the hiring of individuals on an emergency temporary basis without the immediate completion of a competitive search.

Types:

1. Temporary position -
The position is needed for less than twelve months.
2. Interim position -
In an emergency situation where failure to fill a vacancy would compromise the operations, the hiring manager may temporarily hire someone to fill the position while it conducts a competitive search.

Time Base:

1. Full time temporary - This position does not receive benefits and the appointment is for a maximum of three months from date of hire.
2. Full time interim - If an employee is in a benefited position and is hired as an interim Emergency Hire into a temporary position, they may continue their benefits until they either return to their previous position or are hired as a regular hire into a new position.
The appointment is for a period of one to six months and can be extended one time for an additional one to six months.
3. Part time temporary or interim - This position does not receive benefits and can work one to six months. The position can be extended for an additional one to six months providing there is at least a one day break in service.