

Temporary Personnel

The CREC Council shall employ such persons as may be needed to conduct the business of CREC in accordance with Council Policy and State Statutes and regulations of the Commissioner of Education.

Temporary Personnel

1. A “Temporary Employee” is defined as a person employed in a “temporary position,” i.e., a position that is (1) not on the roster of permanent positions and (2) is approved by the Director of Human Resources or his/her designee (hereinafter “Human Resources”). Appointment to a temporary position will normally be limited to situations in which there is a temporary work overload in a specific program or there is a need to replace an absent regular employee on a temporary basis. By definition, appointment of employees to such positions shall be considered a temporary solution only.
2. A Temporary Employee may not begin work without the prior written approval of Human Resources and the Program Director and a letter of appointment from the Program. The letter of appointment shall specify the period for which the Temporary Employee is hired and his/her salary. The letter of appointment shall also specify that the Temporary Employee shall not receive benefits except as may be specified therein (e.g., holiday pay, sick leave) and that he/she serves as an at-will employee. The Temporary Employee shall sign the letter of appointment acknowledging his/her acceptance of these conditions of employment. A model letter of appointment is set forth in paragraph 8 below. It shall be modified as necessary when the position is covered by a collective bargaining agreement (e.g., probationary period, benefits).
3. The period of a Temporary Employee’s employment may be extended by Human Resources. If such an extension is granted by Human Resources, a notice containing the terms of the Temporary Employee’s extended employment (salary, length of employment) will be issued to that employee, with a copy to the Human Resources Director.
4. Temporary Employees accrue no seniority rights and have no recall or bidding rights except as otherwise may be conferred by an applicable collective bargaining agreement.
5. Temporary Employees may apply for openings in regular positions through the application process but will have no preference over other applicants, and no suggestion to the contrary should be made to them.
6. Temporary Employees who are subsequently hired as regular employees will go through a new probationary period and their waiting periods and service for all employee benefit programs shall be calculated from their date of hire in such

regular position, except as may be provided in an applicable collective bargaining agreement.

7. Temporary Employees are subject to the standard pre-employment process – application and background check. In addition, Temporary Employees must acknowledge the terms and conditions of their employment by signing and returning a copy of the appointment letter, a model of which is set forth below.

Regulation Approved: October 19, 2005

[Employee Name and Address]

I wish to confirm your appointment to a temporary position of [describe position] at CREC, subject to the following terms. While CREC retains the right to terminate your employment at any time with or without cause, your employment will end on [date] unless CREC elects to offer you in writing an extended period of employment in the temporary position.

As a temporary employee, you will receive a salary/hourly rate of \$ _____. In addition, you will be paid for holidays for which you actually work and are at your assigned location. Otherwise, in this temporary position you will not be entitled to paid time off or receive any employee benefits or participate in any employee benefit programs, such as health or life insurance. In addition, you will not accrue seniority rights or recall rights upon termination. While you may apply for regular positions, you will not receive any special preference in the filing of such positions.

To confirm your understanding of and acceptance of these employment terms, please sign on the space below and return a copy of this letter. Thank you.

Sincerely,

Principal or Program Director

cc: Director of Human Resources

I have read this employment letter and accept its terms.

Name

Date

Approved: October 19, 2005