

Personnel – Non-Certified

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.

Policy adopted: October 19, 2005

CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut

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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 their 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 they serve as an at-will employee. The Temporary Employee shall sign the letter of appointment acknowledging their 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 issued: October 19, 2005

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