

EASTERN MICHIGAN UNIVERSITY
TEMPORARY EMPLOYMENT GUIDELINES

Temporary Employee hirings are appropriate on a short term basis for filling a temporary vacancy, augmenting the regular departmental workforce, performing a special project, or covering for a regular employee on vacation, LOA, or sick leave. The following chart displays the length of time, depending upon which employee group, temporary employees can work:

	CS	FM	PT	CP	PS
Temporary Employees	<ul style="list-style-type: none"> •90 Calendar Days--augment workforce or cover for vacancy •120 Calendar Days--project. •180 Calendar Days--backfill for LOA/sick leave. 	<ul style="list-style-type: none"> •100 Work Days •Unlimited backfill for LOA/sick leave 	<ul style="list-style-type: none"> •120 Calendar Days--augment workforce •180 Calendar Days--backfill for LOA/sick leave. 	<ul style="list-style-type: none"> •No contractual limit on days •Cannot replace bargaining unit employees 	<ul style="list-style-type: none"> •No contractual limit on days •Cannot replace bargaining unit employees

- Departments are responsible for assuring they have sufficient budget to cover temporary employee costs.
 - Departments are responsible for securing any college or divisional approvals required prior to processing the temporary request to Human Resources.
 - Departments are responsible to process temporary employment requests to Human Resources attention in **advance of the proposed start date.**
 - Departments are encouraged to consult with Human Resources and adhere to the temporary employment pay rate guidelines available at the following link: <http://www.emich.edu/public/hr/currenttemp.htm>
 - It is important to confirm that the appointment period listed on the requisition reflects the contract language regarding the respective temporary employee group.
 - If a department wishes to extend a temporary employee beyond the time specified in the contract, the department must contact Human Resources (**at least 2 weeks prior to the conclusion of the appointment period**) and provide rationale in order to inform the union of the request.
 - Temporary AP, AC and Employee Consultant (EC or ES) classifications have no limit to the length of appointment period, but may require additional rationale after six months of employment. Contact Human Resources to review duties and circumstances prior to initiating paperwork or making hiring commitments.
1. Departments must complete a “Temporary Staff” Personnel Requisition, an EMU application (if not already on file), an I-9 form (if not already on file; within 3 days of starting), and a W-4 form. Departments are also required to include a list of job duties that the temp will be performing.
 - The EMU Application is located at the following link <https://www.emujobs.com/applicants/jsp/shared/frameset/Frameset.jsp?time=1131380387640>
 - The I-9 form is located at the following link under the Compensation heading. <http://www.emich.edu/public/hr/HRFORMS/HRFORM.htm>
 - The W-4 is located at this link <http://www.emich.edu/controller/forms.htm#Payroll%20Forms>
 - Temporary Staff Personnel Requisitions can be found at the following link under the Employment heading. [m](#)
 2. Once this paperwork is completed by the department, it should be sent to Human Resources’ attention at 235 Warner. Contact Zachary Fairchild for questions at extension (7-3124).