

Acquiring superior talent, whether it is for long or short-term employment, is of paramount importance to USF. The attainment of our core goals relies on the contributions of every single member of our workforce, regardless of the duration of employment. Therefore, whether you are hiring for a day or up to a year, careful recruitment, screening, and processing is critical to promoting and sustaining a positive work environment and significantly improving service quality while inspiring innovation, dedication, and entrepreneurial spirit here at USF.

### **Types of Temporary appointments**

There are two types of Temporary appointments: 1) student appointments and 2) non-student appointments. Adjunct Faculty are included in the non-student category. Temporary employees may be hourly (non-exempt) or salaried (exempt). This designation, in accordance with the Fair Labor Standards Act, is determined by Human Resources. A temporary appointment is on a short-term basis and carries with it no commitment for continuing employment (it is considered "at will" employment).

### **Obtaining Applicants**

The nature of temporary employment is generally short-term and, therefore, full searches are not required. Applicants for temporary employment may be obtained by word-of-mouth, job postings in Careers@USF, newspapers, student job postings, or other external sources. Your HR Service Center, regional Institution HR office, or the USF Health Faculty Affairs office (for Adjunct and Post Doctoral appointments at USF Health) can provide assistance with advertising for temporary positions, if needed.

All applicants *must* complete a USF application through the on-line applicant system, Careers@USF (<https://employment.usf.edu>).

### **Verifying Candidate Qualifications**

Whenever possible, the qualifications needed to perform the job should be verified before making the job offer. This verification should be conducted throughout the selection process, including during the application screening process, in the interview, through approved skills testing, through reference checks, and, if a degree is required, with official transcripts. At least two references should be contacted. Graduate Assistantships and Medical Residents, defined by job codes 9181-9185, 9550 and 9188, are excluded from these guidelines. Click [here](#) to access the Employment Verification form. Click [here](#) for the reference form for Adjuncts. These forms are recommended for obtaining the appropriate information; however, letters of reference, memos and other formats are acceptable. All documentation of the verification of qualifications must be submitted to Human Resources, either through Careers@USF or by hard copy, along with the letter of offer before the appointment can be processed.

There will be cases where the person considered for a temporary job will not have any previous work experience. This situation is more typical when hiring students. In these cases, a personal reference may be obtained in lieu of employment verification. References from volunteer work, former teachers, or extracurricular activities are examples of sources that could be used.

Temporary employees that are rehired within one (1) year from their most recent appointment date will not be required to undergo the verification process, provided it was done when they were initially hired at USF in a similar job. If the new job is substantially different, requiring different qualifications than the previous job, the new qualifications must be verified.

### **Criminal Background Checks**

For specific “sensitive” temporary jobs, a criminal history background check is required along with the employment verifications. In these cases, the background check is required as part of a conditional employment offer. Human Resources conducts all criminal history background checks and should be contacted once a candidate is selected. The process may take from two days to two weeks, depending upon the type of background check, so departments requiring a background check should factor that into their hiring timeline. Please see the [Criminal History Background Check Guidelines](#) for more information.

### **Hiring Authority’s Responsibilities**

Keeping in mind that individual colleges, departments and Institutions may have centralized hiring procedures, the hiring authority is responsible for the following:

- Ensuring that adequate funding is available prior to hiring a temporary employee.
- Ensuring that all appropriate steps have been taken, including screening, interviewing, and completing verification of qualifications for the job.
- Contacting HR to initiate a criminal history background check, if applicable.
- Ensuring that a USF employment application has been completed and makes the job offer to the selected individual.
- Communicating to the selected individual the terms and conditions of temporary employment.
- Preparing an offer letter using the University’s standard letter (click [here](#) for RightStart offer letters). If the offer is contingent (conditional on pending background investigation results), a statement must be included in the offer letter that indicates such. In these cases, please consult your HR representative for guidance.
- Monitoring compliance with the 2,080-hour work limit (see below).

### **2080 Hour Limit**

Generally, non-academic temporary employees cannot work more than 2080 hours in a 24 month period unless an extension has been approved by the appropriate dean/director. Reasons for extensions may include, but are not limited to:

- the anticipated completion of an on-going project in a short time frame;
- the hiring of an individual to deal with an emergency situation that affects the public health, safety or welfare;
- the hiring of an individual for a project that is identified for a specific appropriation or time-limited grant;
- the loss of an established position; or
- the inability to obtain an established position.

The [Temporary Employee Appointment Extension](#) form documents the justification for the extension and is submitted to Human Resources with the Appointment Status Form. Adjunct faculty and Post Doctoral Scholars as well as Independent contractors and consultants paid through Purchasing are exempt from the 2080 hour limit.

In order to track the 2080 hour limit, departments should periodically run a public query that identifies the total amount of hours worked for non-student temporary hourly appointments. The name of the query is **HR\_APPT\_OPS\_2080\_HOURS\_AUDIT**. When prompted for the Pay Period Begin and End Dates, please use a two-year period. Contact HR with any questions.

### CHECKLIST

To assist with the tracking and monitoring of temporary employees, we encourage you to use the checklist provided below. Keep in mind that all or some of these tasks may be centralized in your college, division, VP area, or Institution.

- \_\_\_\_\_ Ensure that adequate funding is available prior to hiring a temporary employee.
- \_\_\_\_\_ Post/Advertise the opening (optional).
- \_\_\_\_\_ Screen application(s).
- \_\_\_\_\_ Interview applicant(s).
- \_\_\_\_\_ Complete qualification verifications and obtain references.
- \_\_\_\_\_ Make the job offer to the selected individual.
- \_\_\_\_\_ Contact HR to request a criminal history background check (for jobs designated as "sensitive" only).
- \_\_\_\_\_ Communicate the terms and conditions of temporary employment to the hired employee.
- \_\_\_\_\_ Prepare offer letter using the University's standard offer letter for temporary employees and send copy of offer letter to Human Resources.
- \_\_\_\_\_ Ensure the new employee completes necessary paperwork (RightStart) on or before the first day of employment.
- \_\_\_\_\_ Monitor compliance with the 2,080-hour work limit.