

HIRING OF TEMPORARY EMPLOYEES EFFECTIVE SEPTEMBER 1, 2014

Effective September 1, 2014, the following must be adhered to when hiring temporary (including adjunct faculty and grant-funded) personnel. Departments are advised to anticipate staffing needs and plan accordingly. Inquiries should be directed to the Human Resources Department at (973) 877-3085.

AUTHORIZATION

The Personnel Action Form (EC207) or Adjunct Pay Form must be submitted with the requisite supporting documentation. The electronic version is to be used. The Adjunct Pay Form is to be used for both credit and non-credit adjunct faculty. The forms are available online and can be retrieved from the Employment section of the Human Resources website (<http://www.essex.edu/hr/forms>).

All completed paperwork must be submitted to the Human Resources Department not later than fifteen (15) business days prior to the anticipated start date of employment. This timeline must be followed, to allow sufficient time for verification, approval and system processing. Human Resources will send e-mail notification to confirm if and when the individual has been cleared to work. **No one is to begin work without proper authorization from Human Resources.**

MULTIPLE CONCURRENT JOB ASSIGNMENTS PROHIBITED

Temporary employees, including adjunct faculty, are prohibited from being employed in multiple concurrent job assignments.

***Example:** An individual employed in a temporary assignment would be prohibited from working in an adjunct faculty or any other temporary assignment.*

***Example:** An individual employed as a non-credit adjunct faculty would be prohibited from working in a temporary or credit adjunct faculty assignment.*

NOTE: This restriction does not apply to full-time, regular employees of the College who may also hold job assignments in a temporary capacity (e.g., general temporary, adjunct faculty).

TEMPORARY EMPLOYEE CLASSIFICATIONS AND LIMITATION ON HOURS

ADJUNCT FACULTY EMPLOYEES

All adjunct faculty are permitted to work continuously without a break in service, but are prohibited from working a teaching load which exceeds 29 service hours per week.

1. **Non-Credit Adjunct Faculty:** permitted to work non-credit teaching assignments where the service hours worked for these employees is equivalent to the actual hours assigned for all assignment.
2. **Credit Adjunct Faculty:** permitted to work credit teaching assignments where the service hours worked for these employees is based on the total number of contact hours for all assignments. The method for calculating the service hours for these employees will be **2¼ hours of service per week for each contact hour of teaching or classroom time plus one additional hour of service per week.** The example and table below outlines the conversion from contact to service hours.

***Example:** A credit adjunct faculty member who teaches three courses at 3 contact hours each will carry a teaching load of 9 contact hours which equates to 20.25 service hours per week. If the employee is required to provide office hours, then one hour will be added increasing the weekly total to 21.25 hours.*

Service Hours Conversion Table	
Contact Hours	Service Hours
1	3.25
1.5	4.38
2	5.50
3	7.75
4	10.00
4.5	11.13
5	12.25
6	14.50
7	16.75
7.5	17.88

Service Hours Conversion Table	
Contact Hours	Service Hours
8	19.00
9	21.25
10	23.50
11	25.75
12	28.00
13	30.25
14	32.50
15	34.75
16	37.00
17	39.25

TEMPORARY EMPLOYEES

Temporary employees are to be identified by one of the categories defined below and listed as such on the hiring paperwork. **Employees working eleven (11) consecutive months must have a 30-day break in service.**

1. **General Temporary Employees:** permitted to work up to 25 hours per week.
2. **Seasonal Temporary Employees:** permitted to work full-time during peak seasonal periods only (e.g., Spring, Fall and Summer registration), and are prohibited from being employed during the off-peak periods. These employees cannot exceed three (3) peak periods per year. Each period can last up to three (3) months (not to reach 90 days) after which employment must cease.
3. **Variable Hour Employees:** permitted to work a schedule which varies 30 or more hours per week during peak periods of activity (e.g., Spring, Fall and Summer registration). However, these employees cannot exceed three (3) peak periods per year. Each period can last up to three (3) months (not to reach 90 days). During non-peak periods, these employees are permitted to work no more than 19.5 per week.
 - (a) **Student Employees:** classified as *Variable Hour* employees and are restricted from a work schedule in excess of 25 hours per week during the Spring and/or Fall semesters. However, these employees are permitted to work 30 or more per week during the Summer months (June through August) for up to three (3) months (not to reach 90 days).
 - (b) **Athletic Coaches:** classified as *Variable Hour* employees and are to be compensated on an hourly basis. These employees are not to exceed 29 hours per week (in-season) and ten (10) hours (off- season).

NOTE: For *Variable Hour* and *Seasonal Temporary* employees, a Scheduling Form (sample attached), detailing requested and anticipated hours of service for the twelve month calendar period, must be submitted with the Personnel Action Form (EC207).