

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

2.42

CAMPUS:	Marshall	Page 1 of 3
TITLE:	Appointment of Non-Faculty Temporary Employees	
OFFICE OF RESPONSIBILITY:	Human and Organization Development	
APPROVED BY:	Mr. Randall E. Wooten	
TITLE:	President	Date: October 25, 2006

STATUS: Replaces Policy & Procedure 2.42 "Appointment of Temporary Employees" approved 04/27/93
Revised: 09/23/96
Revised: 08/13/01
Revised: 08/09/02 for TSTC – Marshall
Revised: 10/25/06

PRACTICE:

It is the practice of Texas State Technical College Marshall to fill each non-faculty, temporary position with the best qualified person available without regard to race, gender, age, color, religion, national origin, disability or veteran's status.

PROCEDURES:

Temporary Employee - This is not a status, but is used in combination with Regular or Student Employee status to indicate an appointment which is normally for less than four and one-half (4 1/2) months; however, temporary may also be a specifically designated period of time longer than one semester. Student employees are considered temporary since their employment eligibility is contingent upon maintaining a student employee status.

Temporary employees who work less than four and one-half (4 1/2) months are not eligible for benefits.

1. Temporary Staff Employee - All full-time or part-time temporary staff jobs will be filled using Personnel Policy E-1 "Procedures for Filling Positions" with the exception that the five (5) working day posting period may be waived upon request.
2. Temporary Student Employee - To be eligible for employment, the student must be enrolled at Texas State Technical College Marshall for at least six (6) credit hours during the semester, or if working during the summer, must have been enrolled for at least six (6) credit hours during the spring semester, or have been accepted for enrollment during the next fall semester. Also, the student must be here for the primary purpose of going to school, and hold a position which is classified a student job.
 - a. Student job openings should be posted in the Placement Office or otherwise made public on campus to satisfy Equal Opportunity requirements. The department head may telephonically notify Placement of vacant student positions. Placement will develop a posting for the bulletin board.
 - b. Students of Texas State Technical College, Marshall may be appointed on a temporary basis only when the following completed documents are submitted to the Human Resources Department through appropriate administrative channels:
 1. Personnel Action Form
 2. State of Texas Application
 3. Applicant Flow Statistical Data Sheet
 4. W4 - Employee's Withholding Allowance Certificate
 5. Receipt statement for Legislative Senate & House Bills
 6. Official Oath of State Employment
 7. Form 1-9 - Immigration and Naturalization Service Employment Eligibility Verification, with documents to verify identity and employment eligibility as required by law. (Check with the Human Resources Department for questions of eligible employment status of aliens.)
 8. Males ages 18 through 25 are required to furnish proof of registration or exemption from registration with the Selective Service System.
3. The nepotism policy of Texas State Technical College Marshall applies to all appointments full-time, part-time, and temporary.

4. Special fitness for the position as well as non-discriminatory, affirmative action criteria must be maintained for all appointments. Students should be selected when specific training or compatibility to career progress can be justified.