

**COLLEGE OF CHARLESTON
TEMPORARY EMPLOYMENT POLICY
(Revised and Effective 7/1/04)**

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

The purpose of employing individuals at the College of Charleston on a temporary basis is to provide immediate help within a department without recruitment. However, employment can be recruited based upon the desires of the department for qualified individuals.

Temporary employment is not to be used to supplement an employee's salary at the College.

Temporary hiring is used to assist in the most vital areas of the College that demand immediate attention, provided it is for a short-term basis or in unusual circumstances that require an extended time period. Employment cannot be extended past 12 months of the original start of an appointment. (ex. Jan.1, 03-Jan.1, 04 (incorrect) Jan. 1, 03-Dec. 31, 03; this is the correct way to cover employment for a temporary employee.)

Employees who are hired on a temporary basis are considered to be non-permanent employees of the College of Charleston, and their employment status is based solely on the needs of the department for which they are hired.

Temporary employees are not eligible for Health and Dental benefits through the College of Charleston; however, Health benefits are available from a private sector company.

Temporary employees can participate in direct deposit for their payroll convenience and also have the choice to participate or not participate in the State retirement system.