

# SOUTHEASTERN UNIVERSITY

## GENERAL ADMINISTRATIVE POLICY

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**TITLE:** Temporary Employee Policy

**POLICY NUMBER:**

**EFFECTIVE DATE:** 03/10/2011

**REVISION DATE:**

**ACCREDITATION STANDARDS:**

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**POLICY:**

Employees hired at Southeastern University and classified as "temporary" shall be hired under the following conditions:

- 1) Employment period shall not exceed 90 days.
  - 2) Department must have budget for the hire of the temporary employee.
  - 3) Employment hire must have the pre-approval of the Vice President over the department.
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**PURPOSE:**

To provide policy for the hiring of temporary employees.

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**SCOPE:**

The policy shall be implemented by all staff, faculty, and administrative employees of Southeastern University.

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**DEFINITIONS:**

Temporary Employees: Employees hired for temporary, seasonal, or extra assignments of short duration, not more than 90 days, are considered temporary employees.

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**FORMS AND APPLICABLE DOCUMENTS:**

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**PROCEDURES:**

The hiring supervisor who desires to hire a temporary employee must first attain the approval of the vice president to whom his/her department reports. The hiring supervisor must abide by the 90-day employment period imposed upon this temporary hire. A Payroll Status Form (PSF) would be completed with all signatures prior to an offer of employment to the temporary employee. A PSF would be completed with all signatures upon the termination of the temporary employee.

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**APPROVAL:**

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**DISTRIBUTION:** To be distributed to faculty, staff, and administrative employees and published on Faculty/Staff Intranet

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