



POLICY ON TEMPORARY HELP

Dated: March 30, 2015

Supersedes: HR.114 *Temporary Help* dated June 7, 2005

I. PURPOSE

To establish guidelines for obtaining temporary help.

II. POLICY

It is the policy of New York Medical College to supplement the regular work force with temporary employees when needed due to periods of peak work load, employee absences, or other situations as determined by management.

III. SCOPE

This policy applies to all College employees and CBU employees at Valhalla.

IV. DEFINITION

Temporary employees - individuals hired for a period of time, usually less than one (1) year and should not exceed 1,000 hours in that time frame (with the exception of fellows). When the temporary employee reaches 364 hours of service, the hours should be monitored to either avoid exceeding 1,000 hours or to retroactively identify the employee for only elective TDA benefits. Graduate Research Associates are exempt as students for eligibility for TDA benefits as per IRS regulation 3121(b)(10).

CBU-1199 - Temporary employees filling a vacancy for an 1199 position cannot exceed 90 days. If the 90 days is exceeded, the temporary employee has to go into the union even in a temporary status to fill the vacant position.

V. PROCEDURE

- A. The **Valhalla Temporary Help Request (HR-41)** form must be fully completed (including steps taken to provide coverage within the department), signed by Department Head or Department Chairman and then forwarded to the Human Resources Department prior to the date temporary help is requested, with as much advance notice as possible.
- B. After receiving Budget and Administrative approval, the Human Resources Department will respond to the request.

- C. If for any reason, necessity requires an extension of the temporary assignment, (more than 3 months) the Human Resources Department must be contacted and a new temporary help request form must be submitted with the extended dates and additional approvals received.
- D. The Human Resources Department will fill these Temporary Requests using the procedures outlined in policy **HR.104 Recruitment of Non-Faculty Personnel**.
- E. Temporary employees are not eligible for paid absences, vacations or holiday pay or other employee benefits.
- F. An employee whose status changes from temporary to regular will have a service date which reflects past temporary employment with New York Medical College. This adjusted service date is for the purpose of eligibility for College benefits based on service; i.e. pension plan, paid absence and vacation.

VI. EFFECTIVE DATE

This policy is effective as of the date signed below.

VII. POLICY RESPONSIBILITIES

A. Supervisors/ Administrators

The **Valhalla Temporary Help Request (HR-41)** form must be filled out completely and signed by the Department Head or Chairman and forwarded to the Human Resources Department in a timely fashion.


B. Human Resources Department

- 1. Fill the positions based on the request.
- 2. Provide advice and guidance with respect to the interpretation and administration policy.


VIII. POLICY MANAGEMENT

Responsible Officer:	Vice President of Operations
Responsible Executive:	Director of Human Resources
Responsible Office:	Human Resources Department

APPROVED:



 Edward C. Halperin, M.D., M.A.
 Chancellor for Health Affairs and
 Chief Executive Officer



 Date