**Temporary Employment**

Temporary employment is employment for a limited term, normally not to exceed three to six months to fill in for unexpected or scheduled staff shortages, provide essential support during a work surge, or complete special projects. **In no case shall temporary employment exceed twelve months.** Exception for students and retired employees: Students are exempt from the twelve-month maximum limit. If retired employees sign a statement that they are not available for nor seek permanent employment, they may have temporary appointments for more than twelve months. “Retired” is defined as drawing a retirement income and/or social security benefits.

Employees with a temporary appointment do not receive leave, total state service credit, health benefits, retirement credit, severance pay, or priority reemployment consideration.

**Temporary Employment Process**

There are two different processes for Temporary Services.

**Process 1: A Temporary Employee has been Identified**

1. The hiring department will submit a criticality form to the division office for approval (only required for Academic Affairs and Student Life)
2. The hiring department will ensure that the candidate of choice has completed an ECU Staff application at www.jobs.ecu.edu
3. The hiring department will submit the “Request for Temporary Employment” form via email to:
   a. employment@ecu.edu
4. The Request form will be submitted to Classification and Compensation for classification.
5. Once Classification and Compensation completes and returns the “Request for Temporary Employment” form to the appropriate Employment Counselor; the hiring department will be notified. They will receive a “Candidate Identified’ email:
6. The hiring department will complete the “New Hire SPA/CSS Temporary, HN0002” EPAF and route for signatures.
7. The appropriate Employment Counselor will contact the applicant and make the offer for employment.

**Process 2: No Candidate Identified**

1. The hiring department will submit a criticality form to the division office for approval (only required for Academic Affairs and Student Life)
2. The hiring department will submit the duties of the position on the “Request for Temporary Employment” form via email to:
   a. employment@ecu.edu

3. The Request form will be submitted to Classification and Compensation for classification.

4. Once Classification and Compensation completes and returns the “Request for Temporary Employment” form to the appropriate Employment Counselor; the hiring department will be notified. They will receive a “No Candidate Identified” email with a list of applications attached for their review.

5. The hiring department will complete the “New Hire SPA/CSS Temporary, HN0002” EPAF and route for signatures.

6. The appropriate Employment Counselor will contact the applicant and make the offer for employment.