

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

TEMPORARY EMPLOYEE ASSIGNMENTS

Effective: October 25, 2006

Policy No. 3357:13-16-035

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A. Under certain circumstances, it may be necessary to hire temporary personnel to replace an employee who is on a leave of absence or for a special project. When warranted, the following guidelines shall apply:

- A temporary employee may be used when the incumbent is on unpaid leave of absence, and the unpaid leave of absence is longer than 12 weeks.
- Temporary employees who perform work that is common to the normal daily operation of the College will be put on the North Central State College payroll and subject to state retirement contributions.

B. Temporary employees who perform work that is a special project and/or not common to the daily operation of the College, may be hired/pay rolled through a temporary agency.

Approved: October 25, 2006

CFO (Human Resources)