



## WHITMAN COLLEGE

### HIRING GUIDE FOR TEMPORARY STAFF

#### **Definition: Temporary staff members**

Temporary staff members work part-time or full-time, generally for a fixed duration. They are not usually regular employees of the College. A temporary staff member may be hired with or without a predetermined termination date, but the period of employment will usually not exceed six months.

The majority of temporary staff members are hired directly and payrolled by the College. On occasion, the College secures temporary staff members from a temp staffing agency. In that instance, the temporary staff members are employed and paid by the agency, and the hiring department of the College (not Human Resources) is assessed a fee over and above the value of the employee's compensation.

Note: Hiring managers should consult Human Resources if they wish to hire current College employees for temporary assignments.

#### **Prior to hiring the employee, Hiring Managers should:**

1. Ensure that you have approved funding for hiring a temporary staff position.
2. Develop a position description and a process for how you will evaluate and select applicants.
3. Extend an offer to a candidate and make them aware that your offer is contingent on satisfactory background check. Additionally, certain positions will require satisfactory results from a pre-employment physical.

### **Prior to employee start date, Hiring Managers should:**

1. Complete the Temporary Hiring Notice Form (located at the end of this guide).
2. Submit the temporary hiring notice form to an HR representative to initiate a criminal background check if the temporary staff member will work longer than three days. Human Resources will pay for this background check. Washington state law (43.43.830-.842) requires criminal background checks and conviction disclosure statements for all staff, faculty, temporary, and volunteer hires whose work has the potential for unsupervised access to minors under age 16, developmentally disabled, or vulnerable adults.
3. Contact Human Resources to initiate a pre-employment physical exam (if applicable). Human Resources will pay for this physical exam.
4. After Human Resources receives notification of a successful background check and physical examination, the hiring manager will receive the Whitman ID number.
5. Complete WCTS' new staff account [form](#) to initiate creating a Whitman email for the employee. Temporary employees are required to complete training that require a Whitman email address.
6. Once all of the above steps have been completed, the Hiring Manager should contact HR to make an appointment for the Temporary Staff member to meet on the first day of employment.

### **On the first day of employment, the Temporary Staff member should visit Human Resources to complete employment forms, all of which can be found on the Human Resources website at <https://www.whitman.edu/human-resources/forms>.**

1. Complete the I-9 Form. Note that the employee will need to bring a passport or a driver's license and social security card with them to Human Resources. Other acceptable forms of identification can be found on the US Citizenship and Immigration Services website at <https://www.uscis.gov/i-9>.
2. Complete the W-4 Form.
3. Complete the Direct Deposit Form. Note that employees will need their bank account and routing numbers.

### **At the conclusion of employment, the Hiring Manager should:**

1. Notify Human Resources of the Temporary Staff member's last day of employment. For temporary staff members who have not received a pay check in one year, HR will automatically terminate their positions.

2. Collect from the Temporary Staff member their final time sheet and submit to Payroll.
3. Retrieve from the temporary staff member their Whitman ID Card (if applicable), College keys, credit card, etc.

## Benefits Eligibility for Temporary Employees

- **403(b) Retirement Plan:** Temporary employees are eligible to participate in the voluntary contribution portion beginning the first full month after hire; temporary employees are not eligible for the College match.
- **Medical/Vision Plans:** Temporary employees who are regularly scheduled to work 130 hours per month (30 hours per week) for more than 3 months or intermittent/seasonal employees who averaged 30 hours per week during a 12-month period pay a portion of the premium based on salary. The premium for those eligible and earning below \$25,100 per year, is 100% paid by the College.
- **Sick Leave:** Temporary employees accrue paid sick leave at a rate of 1 hour of paid sick leave for every 40 hours worked. Unused paid sick leave of 40 hours or less will be carried over to the following year, which begins each September.
- **Dental, life insurance, long-term disability, tuition remission, and vacation and holiday pay:** Temporary employees are not eligible for these benefits.

**Temporary Hiring Notice Form**

Legal Name (First, MI, Last) \_\_\_\_\_

Position Title \_\_\_\_\_

Department \_\_\_\_\_ Position code \_\_\_\_\_

Is this position budgeted? \_\_\_\_\_ Hourly Pay rate \_\_\_\_\_

How many hours per week will this person work? \_\_\_\_\_

GL number(s) \_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Is this position strictly on-call with no regular schedule? \_\_\_\_\_

How long do you anticipate this person will work (# of months) \_\_\_\_\_

Is this position seasonal? If so, please describe. \_\_\_\_\_

Has this person worked for Whitman before? \_\_\_\_\_

If yes, please indicate ID number, if known. \_\_\_\_\_

If yes, please indicate approximate last date of employment. \_\_\_\_\_

Email address for background check authorization \_\_\_\_\_

Preferred day/time for physical (if applicable) \_\_\_\_\_

Supervisor's Name:

Printed \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_