

TEMPORARY EMPLOYMENT REQUEST FORM (for non-student positions)

Name of requested temporary employee: _____

Please check the appropriate box:

- Short-Term TEMP** – This employee **cannot exceed 27.0 weekly work hours**. Employees may work **Up to four months only, and are allowed to be scheduled for a regular/set schedule.**
- Intermittent TEMP** – This employee **must not work a regular/set schedule**; they are only to be called in to work as needed, which **must be intermittent** in nature. **Cannot exceed 19.0 hours of work in any one week.** Not eligible if any previous work hours as a student (or other status) brings the employee’s average hours above 19.0 per week.
- Limited-Term TEMP** – **Requires administration’s approval before a job offer.** This may be applied to any work/schedule situation that is outside of the parameters of Short-term Temp and Intermittent Temp for a specific amount of time up to twelve (12) months. Benefits per status will be applied and charged to the hiring department. Employment is terminated at the end of the anticipated time period, and all benefits end on that date. This is not a contract of employment, nor can employment be guaranteed for any set amount of time beyond what’s projected.

Start date: _____ End date: _____ Length of assignment: _____

Number of work hours per week: _____ Rate of Pay: \$ _____

Reason for need: _____

Department Name: _____ Account to charge: _____

Hiring Manager Sig: _____ Dean/Chair/Dir. Sig: _____ VP Signature: _____

REQUIRED: The temporary worker applicant must fill this section out and sign below.

Please list any of your relatives who are employed at Southern Adventist University _____

Are you currently or have you previously been employed by SAU? Yes No If Yes, when and where?

NOTE: I understand the following:

- As a Short-Term Temporary and Intermittent Temporary employee, I am not entitled to employee benefits. Some benefits are available for Limited-Term Temporary employees.
- While working at an assigned department, I will relay any problems, concerns, and/or complaints I have to Human Resources.
- As a temporary employee, I understand I must complete all necessary employment paperwork and present employment eligibility documents before the first day of work.

I agree that, if accepted for temporary employment, I will abide by all policies of Southern Adventist University, including adhering to the specific restrictions of the type of temporary employment I am being hired for, such as work hours per week, schedule, intermittent nature, time limit, etc., as indicated above.

Please return this form to Human Resources. The Human Resources Committee must approve all Temporary employment before the first day of work.

Signature: _____ Date: _____