

Emergency Hire Procedures

The Emergency Hire process is designed to permit the hiring of individuals on a temporary emergency basis without the immediate completion of a competitive search. In limited emergency circumstances where illness, injury, death, or an unexpected retirement, resignation, or reassignment has occurred, the Position Review Panel may authorize a temporary, emergency assignment, **not to exceed 120 days**. The individual selected must meet the minimum qualifications of the position. An offer of employment may not be made until final approval is given by the Office of Human Resources. Emergency hire candidates must apply separately for permanent position vacancies posted under normal college hiring practices.

The Emergency Hire form and required documentation must be submitted and approved prior to employing an emergency hire. The permanent position **MUST** be advertised through a competitive search process **within 30 days** of placing the emergency hire employee, allowing 90 days to complete the recruitment process. Please complete the Emergency Hire form according to the following definitions or instructions:

Title - Use the assigned TCNJ state job title. Attach current job description.

Department/Former/Current Incumbent/Supervisor Name - Complete accordingly.

Status - Determined by the hours worked. Full-time or part-time hours.

Full-time - Employees who are scheduled to work in accordance with the 35 hour work week.

Part-time - Employees who are scheduled to work less than the full-time work schedule.

Hours - Hours designated towards this position.

Position to be filled with or without changes - If requesting change to the position being filled, you **must** include an explanation of assignment of duties

Unit - Select the unit for which this position is assigned.

Funding Source :

College Funded - State whether position is a regularly budgeted position

Grant Funded - State whether the position is a grant funded position

Duration of Temporary Vacancy - State the expected length of time the permanent employee is on leave. If the position is vacant due to a termination, resignation, etc, indicate the length of time needed to fill the position (**must not exceed 120 days**).

Justification for Emergency Hire - Select one of the listed reasons and attach a memo of explanation that details the emergent need for filling this position.

Select how you will temporarily staff the emergency hire position:

Temporary Staffing Agency - Upon approval from the Position Review Panel, Human Resources will facilitate temporary staffing services through the College's contracted staffing agency. Department Heads may **not** contact the temporary agency directly.

Current TCNJ Employee - The employee must meet the minimum requirements for the position.

Applicant identified from previous recruitment pool: Provide which position the candidate applied for along with when the position was posted.

Referral - Provide how this candidate was referred to you for this position.

Other - Explain how the candidate was identified.

Recommended Candidate - Complete this section only if you have identified a candidate by way of a previous recruitment pool, a referral or other means. Provide candidates full legal name and contact information.

Recommended Employee - Complete this section if an employee is selected to temporarily fill the position. Provide employees legal name as well as current title, grade, and department. Provide your recommendation for the performance of duties.

Processing:

Submit this form to your Cabinet Officer along with the following documents:

1. Justification memorandum detailing the emergent need for filling this position
2. Job description
3. If the position is changing due to the reallocation of duties, explain the reassignment of duties to each department member.
4. Resume of selected candidate (if external candidate is selected)

EMERGENCY HIRE FORM

(120 day limit)

POSITION INFORMATION

Current Date

State Title: Department:

Former/Current Incumbent: Supervisor Name:

Status: Hours per week: Funding Source:

Funding Code:

Anticipated duration of temporary vacancy:

From: To:

JUSTIFICATION FOR EMERGENCY HIRE AND WAIVER OF ADVERTISING: (Attach memo)

- To cover an employee on emergency or short-term, temporary leave
- To fill a vacancy only for the duration of the normal recruitment and hiring process
- To appoint a short-term, temporary employee to assist with an unexpected increase in work load

TEMPORARY STAFFING SOLUTION

Request to fill the position by way of:

- Temporary Staffing Agency (*proceed to Approval section*)
- Current TCNJ employee (*proceed to Recommended Employee section*)
- Applicant identified from previous recruitment pool (*proceed to Recommended Candidate section*)
- Referral (*explain*)

Explain:

Recommended Candidate

Name: E-mail Address:

Home Number: Cell Number:

Explain:

Recommended Employee

Name: Current Title:

Current Department: Current Range/Step/Band:

Recommendation:

APPROVALS

Department Head: _____ Date: _____

Cabinet Officer: _____ Date: _____

HR USE ONLY

Position Review Panel

Approved Denied

Effective Date: End Date:

Vice President of Human Resources: _____ Date: _____

Treasurer: _____ Date: _____