

## HUMAN RESOURCES

Effective Date: January  
2005

Date Revised: October 29,  
2014

Supersedes: Temporary  
Employment Policy and  
Procedure

Related Policies: Policy on  
Background Checks and  
Credential Verifications

Responsible  
Office/Department: Human  
Resources Management

Keywords: temporary  
employee, temporary non-  
student

## Policy on Temporary Non- Student Employees

### I. Purpose and Scope

On occasion, managers may seek to hire a temporary employee to work on a specific short-term project, job or assignment. This policy sets forth the hiring parameters for such temporary employees.

### II. Definitions

A temporary employee is a part-time, non-benefits eligible employee hired for a specific short-term project, job, or assignment. Students cannot be hired as temporary employees.

### III. Policy

Temporary employees who are hired to work on a specific short-term project, job or assignment should not exceed a maximum of six months in one calendar year unless approved by a Senior Vice President.

### IV. Additional Information

Individual departments are responsible for hiring and managing temporary employees including conducting reference checks and verifying employment history, and following all other applicable university policies

### V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230;  
HRMInfo@neu.edu