

SUBJECT: EMERGENCY HIRES

RESPONSIBLE UNIT & CONTACT: Recruiting

DATE: November 2023

of the position, the manager will instruct the candidate to complete the appropriate application process with the Recruiter .

- b. The Recruiter will work with the hiring manager to expedite appropriate paperwork, and maintain the equitable nature of the recruitment.

- C. Use of the emergency hire protocol cannot substitute for thoughtful workforce planning. The departments are encouraged to anticipate and plan for peaks in the academic and budget cycles, to avoid the repeated use of this protocol to staff the department.
- D. If a department determines an emergency appointment needs to be extended beyond 180 days, then recruitment for either a temporary or permanent position must be conducted in accordance with established guidelines.
- E. Individuals hired as emergency appointments up to 180 days are not entitled to and are not guaranteed the position if a recruitment is subsequently conducted.
- F. In any situation where this protocol conflicts with the CSUEU bargaining agreement, the bargaining agreement shall override the protocol.

