 Division of Human Resources Standard Operating Procedures	Procedure:	RECRUITMENT FOR TEMPORARY CLASSIFIED POSITIONS
	Effective Date:	March 7, 2012
	Revision Date:	n/a
	Type of Process:	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	Approved By:	<i>Thomas Brown</i> (original on file)


There are two types of temporary appointments in classified service. Below are brief explanations of both types and the procedures for requesting/processing.

Emergency Appointment

An individual may be temporarily appointed to a vacant classified position for no more than 60 working days in any 12-month period (NAC 284.410). Below are the guidelines for an emergency appointment:

1. The Hiring Supervisor/Department Chair will ensure there is a position control number available for this appointment by checking with the Budget Group.
2. The Hiring Supervisor/Department Chair will complete the Personnel Transaction Form (PTF), the Justification to Hire Form (JTH) or a memo detailing the rationale for filling the position on an emergency basis and attach these two forms to a copy of the applicant’s State of Nevada employment application.
3. All of the paperwork listed in step two above will be forwarded to the Dean or Director for review and approval.
4. The paperwork packet will then be forwarded to the respective Vice President (VP) for review and approval.
5. Once approved by the VP, the paperwork packet will be forwarded to budget for verification of the position control number/funding and approval.
6. Budget will forward the paperwork packet to human resources for review/approval and processing.
7. Human resources will review the paperwork and confirm that the candidate meets the minimum qualifications as laid out in the class specifications.
8. If a background check is required, human resources will contact the candidate to confirm their e-mail address and explain the background check process.
9. Human resources will notify the department of the approved paperwork and verify the start date and any other relevant information.
10. Human resources will contact the candidate and extend a verbal offer of employment.
11. If the candidate accepts the verbal offer, human resources will create and e-mail the acceptance letter to the candidate.
12. Once the signed acceptance letter is received, human resources will send out the formal welcome letter and schedule the new hire for a new-hire payroll/benefit session and a subsequent general college orientation session.

Note: Human resources does not generally recruit for emergency appointments. The candidate is chosen by the hiring department. If the hiring department does not have a suitable candidate, human resources can assist in finding a suitable candidate.


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Temporary Appointment

An individual may be temporarily appointed to a vacant position for no more than six months in any 12-month period (NAC 284.414). Below are the guidelines for hiring an employee for a temporary appointment:

1. The Hiring Supervisor/Department Chair will ensure there is a position control number available for this appointment by checking with the Budget Group.
2. The Hiring Supervisor/Department Chair will complete the Personnel Transaction Form (PTF), the Justification to Hire Form (JTH) or a memo detailing the rationale for filling the position on a temporary basis and attach these two forms to a copy of the applicant’s employment application.
3. All of the paperwork listed in step two above will be forwarded to the Dean or Director for review and approval.
4. The paperwork packet will then be forwarded to the respective Vice President (VP) for review and approval.
5. Once approved by the VP, the paperwork packet will be forwarded to budget for verification of the position control number/funding and approval.
6. Budget will forward the paperwork packet to human resources for review/approval and processing.
7. Human resources will review the paperwork and confirm that the candidate meets the minimum qualifications as laid out in the class specifications.
8. If a background check is required, human resources will contact the candidate to confirm their e-mail address and explain the background check process.
9. Human resources will notify the department of the approved paperwork and verify the start date and any other relevant information.
10. Human resources will contact the candidate and extend a verbal offer of employment.
11. If the candidate accepts the verbal offer, human resources will create and e-mail the acceptance letter to the candidate.
12. Once the signed acceptance letter is received, human resources will send out the formal welcome letter and schedule the new employee for a new-hire payroll/benefit session and a subsequent general college orientation session.

Note: An individual appointed to a temporary six-month position who is working at 0.50 FTE or higher is eligible for benefits after their third month of continuous service.

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Classified Forms to be Filled Out:

Personnel Transaction Form (PTF) <http://www.csn.edu/PDFFiles/HR/personneltransaction.pdf>

Justification to Hire Form (JTH) <http://www.csn.edu/PDFFiles/HR/justificationtohire.pdf>

Application for Employment <http://dop.nv.gov/forms.html>

Temporary classifications (NRS 284.065, 284.155, 284.175)