

## **Southern Illinois University Carbondale Extra Help Hiring Guidelines**

### **Background:**

The State Universities Civil Service System laws, regulations, and rules permit the hiring of extra help employees. These guidelines are developed to ensure SIUC complies with the laws, regulations, and rules.

### **Definition:**

Extra help employees are hourly, temporary workers intended to address an immediate but short-term staffing shortage. Extra help appointments may be made for any category of Civil Service employment but are subject to specific rules and restrictions on the use, hiring, and review of these positions.

Section 250.70SUCSS regulations allow extra help appointments in the following circumstances:

1. The work is casual or emergent in nature;
2. The amount of time for which the services are needed is not usually predictable; and
3. The work cannot readily be assigned, either on a straight-time or over-time basis, to a status employee.

### **Extra Help Categories:**

Extra help employees may be used in the following categories:

1. Professional/Non-Faculty
2. Technical/Paraprofessional
3. Clerical/Secretarial
4. Skilled Crafts
5. Food Service
6. Maintenance
7. Executive/Administrative/Managerial

### **Extra-Help Lists:**

All extra help employees shall be hired from an appropriate extra help list. Those lists shall be maintained by Human Resources or the Director of Human Resources may designate appropriate individual(s) to maintain one or more of the lists. To be placed on one or more extra help lists, an individual must submit an application in the form and manner required by Human Resources. Human Resources or designee shall conduct a review of the candidate's qualifications by reviewing the application and conducting an appropriate verbal interview. For clerical or secretarial type positions, candidates may also be required to demonstrate acceptable skill levels.

If, after a review of the applicant's qualifications, Human Resources or designee determines that the applicant is acceptable, the applicant shall be added to the appropriate extra help list for the appropriate category. Only applicants on the appropriate extra help list may be hired as an extra help employee at SIUC. Extra help status, including the acceptance or rejection of an extra help position, shall not impact the applicant's status on the extra help list or any other employment register maintained by SIUC.

### **Request for and Selection of an Extra-Help Employee:**

To request an extra help position, the Position Request Form must be completed and signed by the appropriate vice chancellor or equivalent.

Once it is determined that an extra-help position is necessary and the required approvals are obtained, a list of extra help employees in the relevant category may be requested from Human Resources or designee. A candidate should be selected from the appropriate extra help list. The Department hiring the extra help employee will be responsible for all additional costs incurred in utilizing the extra help position, including but not limited to costs related to insurance as mandated by the Affordable Care Act, social security, or any other required contributions.

### **Limitations:**

#### **A. Length of appointment**

Extra help appointments may be utilized for a maximum of 900 hours of actual work in any consecutive 12 calendar months.

#### **B. Maximum number of hours**

An extra-help employee may not work more than 900 hours, inclusive of all extra help appointments at SIU. Upon working 900 hours in extra help position(s) at SIUC, the extra-help employee shall be terminated and not be re-employed in any extra help position at SIUC until a minimum of a thirty (30) calendar days have elapsed from their prior extra help employment. The extra help employee's supervisor shall be responsible for ensuring that the extra help employee does not exceed the maximum 900 hours of on-campus work.

#### **C. Review of and Maximum hours for Extra Help position**

An extra help position may only be used for 900 hours or less during any 12-month period, inclusive of all employees who are hired within the position. The Director of Human Resources, or designee, shall review the position on a quarterly basis to determine whether the position continues to meet the extra help requirements listed above. As part of the review, the Director of Human Resources may require the Department to submit information or justification for the use or continuation of use of the extra help position. If the Director of Human Resources, or designee, determines that the position should be a "status" position, then the extra help position

shall be terminated immediately. The Department may then request to fill the need with a permanent position in accordance with University policies and procedures. If the extra help position has utilized 900 hours during any 12-month period, the position may not be used for a minimum of six (6) months even if it would otherwise meet the requirements above.

**Extra Help Compensation:**

Extra help employees shall be compensated on an hourly basis at the same rate as a status employee in the classification most closely related to the extra help position. Typically, the rate shall be the minimum in the salary range for the classification most closely related to the extra help position. If, based on lack of availability of another option, a higher salary is required, the Department seeking to employ the extra help employee may request to pay a higher salary rate. In no event shall an extra help employee be paid more than that permitted for a status employee in the classification most closely related to the extra help position. An extra help employee shall not be paid less than the minimum of the salary range for the classification most closely related to the extra help position. If an extra help employee works overtime in any week, he/she shall be compensated in accordance with the University's Overtime Compensation Policy.

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