


# PROCEDURE

<b>Subject</b>	<b>Temporary and Substitute Personnel</b>	<b>Number:</b> 2.47.01
<b>Source</b>	Human Resources	<b>Reference (Rule#)</b> 6HX14-2.47
<b>President's Approval/Date:</b>	 8/10/2017	

## I. PURPOSE

The purpose of this administrative procedure is to provide guidelines for requesting temporary and substitute personnel.

## II. PROCEDURE

Requests for temporary personnel shall be made in writing and approved by the Department Director, Area Vice President and Director of Human Resources prior to actual employment of temporary personnel.

Optional Personnel Services (OPS):

In exceptional cases, where deemed in the best interest of the College, certain positions may be approved as OPS rather than as going through the SCF contracted staffing agencies (example – certain athletic positions, guest conductors, visiting artists etc.).

In cases where a qualified individual is available for an OPS temporary assignment, a payroll authorization form submitted and approved by the appropriate Vice President, Director of Human Resources and Vice President, Finance and Administrative Services will serve as a written request to employ the individual.

Substitute Personnel:

Full-time employees may only be compensated for substitute instruction which occurs outside their normal working hours. In emergency situations such as extended illnesses, a full-time faculty member may be required to amend their work week schedule, and will receive compensation for their substitute teaching services.