Guide to Temporary Employees

Professional Expert

✓ A “professional expert” is an employee who has specialized knowledge or has an expertise not already found within the classified service.

✓ A professional expert is a temporary employee and his/her continued employment will end when:
  o The project for which he/she was hired is completed; or
  o The funding source that funds the position ends; or,
  o The demand for the position is no longer needed.

Seasonal Worker

✓ A seasonal worker is an employee who is hired on a temporary basis to provide assistance to certain departments during peak times.
✓ Seasonal workers are permitted in: the Bookstore, Admissions & Records, Student Activities & Affairs, Financial Aid and Accounts Receivable.
✓ A seasonal worker may not work more than 75 days during the fiscal year.

Short-Term Employee

✓ A short-term employee is a temporary employee who is hired to perform a service which, once completed, will not be extended or needed on a continuing basis.
✓ A short-term employee cannot work more than 175 days during fiscal year.

Substitute Employee

✓ A substitute employee is:
  o An employee who is hired to replace a classified employee who is temporarily absent (i.e. due to illness or extended leave) (*cannot exceed 175 working days within fiscal year); or,
  o An employee who is hired to fill a vacancy while COS is actively recruiting for a replacement (*cannot exceed 45 working days).