

# 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:
  - The project for which he/she was hired is completed; or
  - The funding source that funds the position ends; or,
  - 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:
  - 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,
  - An employee who is hired to fill a vacancy while COS is actively recruiting for a replacement (\*cannot exceed 45 working days).