Temporary/Intermittent Call-in Position

Definition according to Policy 3364-25-62 Appointment and Classification E.7

 Intermittent-seasonal appointment – an appointment which serves at the discretion of the appointing authority and;

1. Are considered unclassified positions
2. Works irregular hours or days on an as-needed basis
3. Is required to work less than one thousand hours per calendar year and are limited to a maximum average of twenty-four hours per week

Please provide the following:

* Position Description Form
* Funding Source = Index #
* Amount per Hour = $
* Time Period = Start date End date

\*\*\*Email chair and department staff indicating that you would like create a position – please attach position description form along with CV or resume of the individual you plan to hire. The department will initiate the epaf in people admin.