

GENERAL: 225: Hiring of Temporary/Contract Employees

USCB POLICY GEN 225

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| ADMINISTRATIVE DIVISION GEN General Administration | | POLICY NUMBER GEN 225 | |
| POLICY TITLE Hiring of Temporary/Contract Employees | | | |
| SCOPE OF POLICY USCB | | DATE OF REVISION February 25, 2025 | |
| RESPONSIBLE OFFICER USCB Chancellor | | ADMINISTRATIVE OFFICE Office of the Chancellor | |

PURPOSE

The purpose of this policy is to: Establish policy on temporary/contract employees contractual agreement and hiring process.

DEFINITIONS AND ACRONYMS

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POLICY STATEMENT

The University of South Carolina Beaufort, on occasion, hires temporary employees for specific assignments/projects/ and recruitment events. Each of these employees must meet the same experience and education requirements as those currently working for the institution full-time. Temporary/contract employees are required to provide factually accurate and current representation of the University and its accreditation status, using only materials provide by USCB. Each temporary employee must sign a contract agreement indicating the scope of the work, the length of time of the work, and compensation.

PROCEDURES

Vendors/contractors that work with the institution must have specific approval of the University of South Carolina Beaufort before any material is developed or distributed.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

HISTORY OF REVISIONS

| DATE OF REVISION | REASON FOR REVISION |
|-------------------------|----------------------------|
|-------------------------|----------------------------|

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| October 15, 2003 | New policy approval |
| 4/22/2024 | New format and to clarify to whom it applies |
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APPENDICES
(If applicable)