



OLD DOMINION UNIVERSITY

University Policy

Policy #6130

POLICY FOR EMERGENCY EMPLOYMENT

Responsible Oversight Executive: Vice President for Human Resources

Date of Current Revision or Creation: October 2, 2009

A. PURPOSE

The purpose of this policy is to provide a means for departments to employ part-time wage (hourly) staff when an employee is needed to carry out specific duties for a short period of time.

B. AUTHORITY

[Virginia Code Section 23-9.2:3, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Restructured Higher Education Financial and Administrative Operations Act \(Chapter 4.10 of Title 23 of the Code of Virginia, as amended\)](#)

[Commonwealth of Virginia's Department of Human Resource Management Policy 2.20, Types of Employment](#)

C. DEFINITIONS

Budget Unit Director - The University employee on record with the Office of Finance Data Control as having signature authority and financial management responsibility for a specific budget code.

Emergency Hire - The employment of an individual in a wage position for a short period of time without conducting a recruitment to fill the position.

Wage Employee - A non-salaried employee who receives pay for hours worked and is not covered by the provisions of the Virginia Personnel Act. (Wage employees are sometimes referred to as hourly employees.) Wage employees have no guarantee of employment for a particular term or a particular daily or weekly work schedule; they serve at the will of the designated hiring official, and may be terminated at any time.

D. SCOPE

This policy applies to all University departments and academic units.

E. POLICY STATEMENT

Occasionally, an emergency arises when an employee is needed to carry out specific duties for a short period of time. An "Emergency Hire" will not require listing on the vacancy list, and advertising or recruiting in the usual manner, but must be processed by the Department of Human Resources.

This initial type of employee appointment may not exceed 60 calendar days following the first work day.

F. PROCEDURES

1. The department or academic unit must have an established wage position or must request establishment of a wage position by completing an HR-3 Form (Request to Establish/Change an Hourly Position) and submitting it to the Department of Human Resources.
2. The department or academic unit must identify someone who meets the minimum requirements listed in the position description.
3. The department or academic unit must submit an Emergency Hire Packet requesting approval from the Department of Human Resources to employ someone as an Emergency Hire.
4. When the initial 60-day period is near its end, the Budget Unit Director may request an extension by submitting an Emergency Hire Extension Packet to the Department of Human Resources for review and approval.

If a department or academic unit does not have a wage position to which they can assign an employee, has not identified someone who meets the minimum requirements of their wage position, they will be unable to employ someone as an emergency hire. Therefore, their alternative would be to contract services with a temporary employment agency. Temporary employment agency personnel are not assigned to University wage positions and are not placed on the University payroll. The Budget Unit Director should contact the Department of Materiel Management for assistance with contract services through temporary employment agencies.

G. RESPONSIBLE OFFICER

Human Resources Operations Manager

H. RELATED INFORMATION

[Old Dominion University Department of Human Resources Emergency Hire Process](#)

[Request to Establish/Change an Hourly Position \(HR-3\) Form](#)