



LIMITED DURATION PROFESSIONAL EMPLOYMENT REGULATION, GUIDELINES AND PROCEDURES

Regulations

A professional employee who has a degree and/or specialized skill may be hired on a limited duration basis, not for a Civil Service position, for a limited duration assignment. Such assignment may result in the professional being paid a per diem rate or a fixed sum for a specific project. The method of payment shall depend upon the nature of and/or the manner in which the work will be performed.

Limited duration professional employment may be terminated at any time, with or without cause.

Employment in a limited duration professional capacity conveys no entitlement or promise of regular employment at the University.

Per Diem Employment

A professional employee may be hired on a limited duration basis to perform on-going duties on a day-to-day basis. Examples of per diem employment would be when a professional is hired on a limited duration basis to fill in for a person on a leave of absence or to perform regular professional duties on an interim basis while a search is being conducted to fill a regular position. Under normal circumstances, per diem employment would not exceed one year.

Project Employment

A professional employee may be hired on a limited duration basis to complete a specific, clearly defined project of limited duration. An example of limited duration project employment would be when a professional is hired solely to supervise student teachers. Limited duration project employment could be expected to occur only once, on an intermittent basis, and/or recurring from year to year.

Guidelines

- Limited duration professional assignments shall be codified in a list of responsibilities and expected outcomes and shall be reviewed by the hiring manager, his/her supervisors up to and including the division vice president and the vice president for human resources. The hiring manager will be required to make an initial determination of the duration of each assignment/project.
- If it is determined that the duration of a limited duration assignment will extend beyond one full year, the hiring manager must provide an analysis of continuing need and a recommendation as to whether the position should be converted into a regular, part- or full-time position.
- If the hiring manager recommends to the division vice president that the position continue beyond one year but NOT be converted into a regular part- or full-time position, and the vice president accepts the

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analysis of continuing need and approves the recommendation, the division vice president shall forward the extension request to the vice president for human resources.

Hiring Procedures

1. The hiring manager must complete the Temporary Employment Position Action Approval Form and the Temporary Employment Payment Voucher and attach the employee's resume, W4 form, photocopy of the social security card and I-9 form with copies of valid identification. Also, a brief description of the assignment/project responsibilities and expected outcomes including duration of the assignment must be attached. Note: All forms are available in Human Resources, 316 College Hall or on our website at www.montclair.edu/hr/forms.html.
2. The hiring manager shall forward the forms to the next level of supervision for review of the justification and funding.
3. Each supervisory level shall review and indicate whether or not they approve. Upon his/her approval, the division vice president should forward all documents to the director of unclassified staffing.
4. If the appointment is approved, the vice president for human resources shall forward all information to payroll for processing.
5. The limited duration professional employee should visit Human Resources to obtain proof of employment. A temporary University ID Card will be necessary to access parking on surface lots. A temporary parking permit for the approved period of employment may be obtained from Standard Parking, located in the Red Hawk Deck.
7. A University e-mail account may be established by following these instructions: [E-mail Activation Information](#).

Limited duration professional employees are **not eligible** for:

- Holiday pay
- Accrual of sick, vacation or personal leave
- Health plans administered by the State of New Jersey
- Tuition waiver/reimbursement
- Participation in the State of NJ Retirement Plan (except in certain cases to be determined by Human Resources)

Limited duration professional employees who are interested in employment with MSU must apply for an available vacancy through the Division of Human Resources.