



Temporary Employment Policy

A temporary employee is defined as someone hired for a limited time period, six months or less, with a specific expiration date, and is used to fill a specific short-term need such as a special project, temporary increase in workload, filling in while an employee is on a leave of absence or while a search is underway. Temporary employees are generally paid by the hour, must complete a time sheet for hours worked, and are not eligible for any employee benefits.

The University has an existing relationship with a group of pre-screened temporary employment agencies. The agency will handle all interviewing, hiring paperwork, background checks, skills testing, etc. The hiring department will be billed by the hour for work performed by the temporary employee provided by the agency. Please contact Human Resources at 9-7900 for assistance in obtaining a temporary employee through an agency. All departments are **strongly encouraged** to hire all temporary employees through an agency; however, temps may be hired on University payroll in special circumstances. Please note the following:

- A graduated Villanova student, regardless of whether they previously worked as a student employee, may not work as a student employee even for a limited time. The graduated student must be hired as a temporary employee following the procedures outlined in the Temporary Employee Hiring Checklist.
- A current Villanova student working on campus during the summer months is not considered a temporary employee but is rather a student employee.

The policy on [Employment of Relatives](#) applies to temporary employment. Close relatives of employees may be hired by the University, but not in a position which involves a direct supervisory relationship with a relative.

Temporary employees are required to complete background clearances*. Certification to legally work in the United States will be obtained through the federal government's E-Verify program. Those in direct contact with minors in campus programs must meet all requirements as specified in the [Minors in Villanova University Programs policy](#).

If a temporary employee is hired without the use of an agency, follow the procedures outlined on the [Temporary Employee Hiring Checklist](#).

** former student employees who are finalizing project requirements for a position held immediately prior to graduation are approved to continue working for up to 3 months past their graduation date as a temporary employee without having to complete background clearances. If the temporary assignment is expected to extend past 3 months, the temporary employee must complete background clearances in accordance with University policy.*