

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

HUMAN RESOURCES

**PERSONNEL HIRING -
TEMPORARY HOURLY EMPLOYEES**

**POLICY 4137
ADOPTED: 10/20/92
AMENDED: 11/20/01
AMENDED: 05/18/04**

Temporary hourly employees are defined as persons employed to work twenty or less hours per week for the term of four or less months (examples of such positions are lifeguards, tutors, peer counselors, readers), or thirty hours per week for the term of four or less weeks.

The Executive Administrators (President and Vice Presidents) may hire temporary hourly employees when it is determined such persons are required to carry out functions of the College and when such positions have been funded in the official budget adopted by the Board of Trustees. The Executive Administrators shall report the names of each temporary hourly employee, the duration of employment, and the hourly rate to the Board of Trustees at the first regular meeting of the Board following his/her appointment.