

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

**HUMAN RESOURCES POLICY**

**SUBJECT:** Emergency Appointments

**REFERENCES:** Emergency Hires Policy (BOD approved 11/11/96)

**POLICY:** The University Student Union Executive Director may appoint qualified individuals to non-student assistant positions for a limited term.

Such appointments may be made on an as-needed basis and assuming availability of funds, to fill vacant positions, assist departments in the execution of normal and customary job tasks, or to execute or assist in the execution of a special assignment.

Emergency appointments are at-will, in absence of formal recruitment, and may be may be made for a maximum 180 days and extended for an additional 180 days.

If formal recruitment for a position previously approved by the Board of Directors commences while an individual is serving in an emergency appointment, the emergency appointment may be further extended until the position is filled through normal recruitment processes.

Individuals assigned to emergency appointments are required to adhere to all applicable University Student Union policies and procedures, including those outlined in the employee handbook.

Individuals assigned to emergency appointments who work a minimum of 30/hours/week are eligible exclusively for sick leave, vacation, and university-observed holiday benefits, as well as participation in the University Student Union's pension plan assuming eligible requirements are met in accordance with Plan provisions.

*Recommended by the Personnel Committee on: March 13, 2008*

*Approved by the Board of Directors on: April 7, 2008*