Temporary Employment

Summary/Purpose: Temporary employment is defined and the procedure for the employment of faculty and staff in this category is explained. This includes information of benefits eligibility, time limits, and the procedures to use when listing a temporary job.

The policies and procedures on temporary employment have been revised in an attempt to better serve the needs of the University and at the same time meet state and federal laws and regulations.

There are two basic types of temporary employees: temporary and periodic. However, because of state laws regarding membership in the Public Employees' Retirement System (including the Optional Retirement Plan) and other employee benefits, temporary employment is further subdivided into two categories based upon length of anticipated employment. Therefore, the following three categories of University temporary employment are defined:

1. Temporary I: Temporary employee who works for a department on a regular basis for a short period of time not to exceed four and one-half (4½) months.

2. Temporary II: Temporary employee who works for a department on a regular basis for longer than four and one-half (4½) months, but no longer than 12 months except in the case of a Postdoctoral Research Associate who may be employed on a temporary basis for 2 to 3 years.

3. Periodic: Temporary employee who works for a department irregularly and for short periods of time on a recurring basis.

Faculty can be employed under Temporary I and II categories, but not periodic. If faculty employment is anticipated for more than a semester, Temporary II will apply.

Staff can be employed under all three categories. The time limit for Temporary I is less than 4½ months and for Temporary II is 12 months.

Temporary II employees who have worked 12 months may not be reemployed as a temporary employee by the University until there has been a break in service of at least 90 days.

A Periodic employee may be employed on a sporadic basis for up to three years provided the employee is not employed one-half time (20 hours per week) or more for four and one-half (4½) consecutive months, requiring placement into the Public Employees' Retirement System. After three years, Immigration and Naturalization Service regulations requires that a new Form I-9 be completed if employment is to continue.

Periodic employees should be terminated when their period of service is complete, unless they are to work again after a brief break in service (normally no longer than a month).

Procedures for listing temporary positions are as follows:
For Temporary I and II Faculty  List with Human Resources at least five days; advertise externally if time permits. If extenuating circumstances are involved, a department may seek a waiver from EEO.

For Temporary I and II Professional Staff  List with Human Resources at least five days; advertise externally if practicable.

For Temporary I Support Staff  List with Human Resources at least one day.

For Temporary II Support Staff  List with Human Resources at least five days; advertise externally if practicable.

Departments are also encouraged to utilize listserves in their professional discipline when possible. All positions should be listed until filled or an adequate applicant pool is reached.