



Angelo State University
Operating Policy and Procedure

OP 52.47: Temporary/Casual Employment

DATE: April 25, 2013

PURPOSE: The purpose of this OP is to define temporary/casual employment and establish procedures for hiring employees in this classification.

REVIEW: This OP will be reviewed in April of odd-numbered years by the director of human resources with recommended revisions forwarded through the vice president of finance and administration to the president by May 15 of the same year.

POLICY/PROCEDURE

1. Policy

Temporary employment is an alternate to regular staff or faculty employment and is suited to certain short-term departmental staffing needs. While temporary employees work for a short duration, they are considered to be employees of the university and are subject to federal, state, and university rules and regulations unless exempted. The employment of temporary employees is subject to the university's policy on equal employment opportunity. All temporary employee appointments will be based on qualifications and suitability without regard to race, color, religion, sex, age, disability, national origin, Vietnam Era or Special Disabled Veteran status, genetic information, or an individual's refusal to submit to a genetic test, and in keeping with the laws and regulations of the state of Texas.

2. Definitions and Provisions

- a. Temporary/casual employees are individuals hired for a temporary and defined period of time to perform work:
 - (1) On special projects;
 - (2) During peak workload periods;
 - (3) In the absence of regular employees who are on extended leave or performing interim responsibilities;
 - (4) For special events; or
 - (5) Because of unique or specialized skills of the individual that are needed in the department on a temporary and non-regular basis.
- b. The temporary period is defined as a period not to exceed either:

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- (1) Four months, at 50% time or more in a 12 month period; or
- (2) Six months, at less than 50% time in a 12 month period.

Individuals who are enrolled in university classes as students are not eligible to be hired as temporary/casual employees.

No temporary/casual employee may exceed these limits nor will their status be renewable during a 12 month period of time. Temporary/casual employees who exceed these limits may be entitled to benefits and retirement coverage or in other cases, must be considered a regular part-time employee. Individuals are not to be employed as temporary/casual employees to fill part-time staff positions, which are normally filled by regular employees. It will be the department head's responsibility to request the creation of a regular part-time budgeted position during the institutional budget process if there is intent or need to exceed these employment limitations.

3. Procedure

Positions for temporary/casual employees may be recruited through the Office of Human Resources or by direct contact with the prospective employee by the department. Direct contact by the department is appropriate in cases where the job candidate is known by the department, is a retiree, or is a former employee of the department or university. Any job advertisements for temporary/casual positions, if necessary, must be done through the Office of Human Resources.

Once a job candidate has been identified, the hiring department must complete and submit a *Student/Temporary/Casual Employment Form* to the Office of Human Resources. On first day of employment, the temporary/casual employee must visit the Office of Human Resources to complete the onboarding process, including the completion of all essential employment paperwork.

Failure to complete all essential employment paperwork may delay payroll processing and may result in termination of employment.

A *Temporary/Casual Employee Leaving Employment Form* is to be completed when a temporary/casual employee is to be terminated.

4. Benefits Eligibility

Temporary/casual employees are not eligible for benefits, retirement or leave. However, if the temporary/casual employee is dually employed by the university or other state agency in a benefits-eligible position, then that department or agency is responsible for funding the employee's benefits. The temporary/casual appointment has no impact on the benefits-eligibility of the employee who is dually employed in a benefits- or non-benefits-eligible position.

5. Time Reporting

Temporary/casual employees may report time worked either by submitting a *Monthly Time Record Form* to the payroll office or via the university's web time entry system.

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6. Forms and Procedures

All related forms and procedures are available on the Office of Human Resources website at:
http://www.angelo.edu/dept/human_resources/