



Angelo State University
Operating Policy and Procedure

OP 52.47: Temporary Employment

DATE: November 16, 2017

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

REVIEW: This OP will be reviewed in October every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by November 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 sex (including pregnancy), race, color, national origin, religion, age, disability, status as a covered veteran, genetic information, sexual orientation, gender identity, or other protected categories, classes, or characteristics; and will be in keeping with the laws and regulations of the state of Texas.

2. Definitions and Provisions

- a. Temporary 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.

[Major revisions: November 16, 2017]

- b. A rolling 12 month period is defined as a period of 12 consecutive months determined on a rolling basis with a new 12-month period beginning on a set date based on the employee's date of hire with the university.
- c. The temporary period is defined as either:
 - (1) Working between 20 and 40 hours per week for no more than three months in a rolling 12 month period; or
 - (2) Working for six months at less than 20 hours per week in a rolling 12 month period.
- d. No temporary employee may exceed these weekly hour limits nor will their status be renewable during a 12 month period of time. ***Weekly hour limits may not be averaged; they are to be counted on a week-to-week basis.***
- e. Temporary 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 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.
- f. Individuals who are enrolled in university classes as students are not eligible to be hired as temporary employees.
- g. Please see OP 52.09 Definitions of Employee Categories for further employment restrictions.

3. Procedure

- a. Positions for temporary 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 positions, if necessary, must be done through the Office of Human Resources.
- b. Once a job candidate has been identified, the hiring department must complete and submit either a Temporary Employee Less than 20 Hours (6 month) ePAF or a Temporary Employee More than 20 Hours (3 month) ePAF, depending on whichever employment period the newly hired employee will be working.
- c. In general, while there are no specifically required start dates for temporary employees, hiring departments must allow for at least 7 business days between the date the ePAF is submitted and the proposed date of hire in order to accommodate all administrative processes.
- d. New hire temporary employees, and some re-hire temporary employees, are required to report to the Office of Human Resources in order to complete essential employment paperwork. This paperwork must be completed prior to their first day of employment.

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- e. Temporary employee ePAF's will not be approved until the employee has completed all necessary employment paperwork. ***No prospective employee will be allowed to work until the ePAF has been approved by the Office of Human Resources.***
- f. If an employee is a current staff employee at ASU, do not use the temporary employee ePAF. A Student and Temporary Employment Form should be submitted in these situations.
- g. A Temporary Employee Leaving Employment (EndTE) ePAF is to be completed when a temporary employee is terminated prior to the ending date of employment entered on the original hiring ePAF.

4. Benefits Eligibility

Temporary employees are not eligible for benefits, retirement, or leave.

5. Time Reporting

All hourly employee appointments are nonexempt and accurate records of hours worked must be maintained. Temporary 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.

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/