



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Temporary Employment

Policy:

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 assigned to work 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 up to three (3) years. Temporary II employees assigned to at least one-half time (20 hours per week) and at least four and one-half (4½) consecutive months, require placement into the Public Employees' Retirement System and are classified as benefit-eligible.
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 at least a semester, Temporary II will apply.

The maximum time limit for Temporary I is 4½ months and for Temporary II is 12 months, with the exception of Postdoctoral Research Associates that may be assigned up to three years.

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 30 days.

A Periodic employee may be employed on a sporadic basis 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. Periodic employees should be separated 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).