

SUL ROSS STATE UNIVERSITY

A Member of the Texas State University System

SRSU Policy: Temporary Employment Policy

SRSU Policy ID: APM 5.15

Policy Reviewed by: Director of Human Resources

Approval Authority: Vice President for Finance and Operations

Approval Date: July 01, 2016

Next Review Date: July 01, 2021

The purpose of this policy is to define and establish procedures for temporary employment (non-student) for Sul Ross State University.

A. DEFINITION

Temporary employment is defined as any part-time or full-time, hourly or monthly, employment for a period of less than 4.0 months. Temporary employment is intended to meet the special needs of the hiring department for a brief period of time.

B. PROCEDURES

Temporary employees are appointed on a temporary personnel action form that is prepared by the hiring department and signed by the department head, division head, vice president, and president. The personnel action form is submitted to Finance and Operations for budget review and Human Resources for payroll entry.

C. BENEFITS

The Teacher Retirement System rules exclude temporary employees from retirement eligibility. The Employees Retirement System excludes temporary employees from insurance eligibility. Employees exceeding the limitation in paragraph D below and working at least 20 hours per week or .50 FTE for a full long semester, 4.5 months or 90 work days become eligible for benefits.

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D. LIMIT

Temporary employment may only be extended beyond 4.0 months with Executive Committee approval. When continued employment needs exist, the hiring department head will prepare a written justification to be presented to the Executive Committee by the vice president.

Sul Ross State University Temporary Employment Form:

http://www.sulross.edu/sites/default/files//sites/default/files/users/docs/hr_srsu/temporary_employment_form.xlsx