

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: Executive Cabinet

Approval Authority: VP for Finance and Operations

Approval Date: 6/13/2025

Next Review Date: 6/13/2030

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 Personnel Action Form PAF) (TEF) that is prepared by the hiring department. The PAF requires approvals by at least two levels above the hired position within the division reporting chain. The personnel action form is submitted to Finance and Operations and Human Resources for review and to 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.

Adjunct faculty are benefits eligible when the job assignment is more than half time for a period of four and one-half months. Each 3SCH course equals 20% time during fall and spring. Adjunct faculty can teach two 3SCH courses in fall or spring and be under the half-time threshold. Each 3SCH course equals 25% time during summer. Therefore, if three 3SCH courses are taught in spring or fall the job assignment converts to benefits eligibility only if two 3SCH courses are taught in the summer as well.

D. LIMIT

Temporary employment may only be extended beyond 4.0 months with Executive Committee approval. Employees exceeding this become eligible for benefits. When continued employment needs exist, the hiring department head will prepare a written justification on a Personnel Requisition Form (PRF). The PRF and job description should be submitted for approval by the division Vice President and Budget.