

# SUL ROSS STATE UNIVERSITY

*A Member of the Texas State University System*

## TEMPORARY EMPLOYMENT POLICY

APM 5.15 (Revised 5/2012)

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 (TEF) that is prepared by the hiring department. The TEF 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. Employees exceeding the limitation in paragraph D below and working at least 20 hours per week or .50 FTE for a period of 4.5 months become eligible for benefits.

### 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/pages/\\_inc/hr/temppaf.doc](http://www.sulross.edu/pages/_inc/hr/temppaf.doc)