



Human Resource Services POLICY RESOURCES

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| Applies to: | Marshall University |
| Title: | Temporary/Casual Employment |
| Number: | MU-HR-31 |
| Effective Date: | DRAFT |
| Last Revision Date: | |

Definitions:

Temporary Employee: An employee hired into a position expected to last fewer than nine months of a twelve month period regardless of the hours worked per week. A temporary employee position is covered the classification program.

Casual Employee: A casual employee position is a position created to meet specific operational needs at an institution for now more than 225 hours in a 12-month period. Casual employee positions are not covered by the classification program.

12-month Period: A 12-month period commencing at the beginning of the individual's initial employment or a successive 12-month period beginning when employment resumes following sufficient time off the payroll to satisfy the 12-month requirements stated above.

Implementation:

Casual and Temporary employees are not eligible for benefits, and therefore, must work less than 1040 hours in a 12-month period.

For recruiting purposes, Casual and Temporary employees are considered external applicants for regular-status vacancies.

Marshall University pays temporary employees the current entry rate for the classified pay grade.

Procedures:

Department supervisors should carefully evaluate their staffing needs in advance of processing Casual or Temporary employment appointments. If the work to be performed is estimated to take more than 225 hours, the hiring department should plan to utilize Temporary employment and have the position classified appropriately by Human Resource Services. Assistance with classifying a Temporary position is available through the document available at this link:

http://www.marshall.edu/human-resources/forms/extra_help.html.

Temporary employees who have been continuously employed for 9 months or who are approaching the 1040 hours must be terminated. They may be re-hired at a later time after the required time off the payroll has been satisfied. Administrative offices processing Personnel Action Requests (PARs)/Electronic Personnel Action Forms (EPAFs) for Temporary or Casual appointment may set a

termination date that will prevent violation of this policy and procedure if the originating department did not set such date initially.

If a Casual or Temporary employee works beyond policy limitations, the hiring department may be responsible for all costs for current and future pay and/or benefits and potential costs for back pay/back benefits.

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