

# Texas Woman's University University Regulation and Procedure

**Regulation and Procedure Name: Hiring Temporary, Non-Faculty, Non-Student, Employees**

**Regulation and Procedure Number: URP: 05.230**

**Policy Owner: Finance and Administration**

## **POLICY STATEMENT**

The purpose of this Texas Woman’s University (“TWU”) University Regulation and Procedure (“URP”) is to establish guidelines for hiring Temporary Staff.

## **APPLICABILITY**

This Policy is applicable to TWU Staff.

## **DEFINITIONS**

1. “Staff” means each classified, administrative, and professional employee who is appointed to work at least 20 hours each week for a period of four and one-half months, excluding students employed in positions for which student status is required as a condition of employment and those employees holding teaching and/or research positions classified as faculty.
2. “Temporary Staff” means a Staff member is employed for a position of short duration, intermittent in nature, or in a position where it is clearly impractical to employ on a continuing monthly salaried basis for as long as 4.5 months. Temporary Staff may be employed on a monthly salaried or an hourly rate basis.

## **REGULATION AND PROCEDURE**

### **I. General Guidelines**

- A. Temporary Staff can be hired through the Office of Human Resources (“OHR”) or through a temporary employment agency that has a current contract with TWU.

- B. Temporary Staff may be employed on a monthly salaried or an hourly rate basis. Temporary Staff are hired for the purpose of:
1. Accomplishing the tasks normally performed by Staff who is unable to do so because of sick leave, vacation, leave of absence, etc.;
  2. Accomplishing seasonal tasks on an on-call basis; or
  3. Accomplishing a specific task or project over a specified period.
- C. Temporary Staff are employed for a period of less than 4.5 months or 90 actual workdays. Temporary positions will not be approved for a period exceeding 4.5 months. Temporary Staff are not eligible for benefits except where specified. There are two kinds of Temporary Staff Appointments:
1. Temporary Full-Time Staff: A temporary appointment on a work schedule of 40 hours per week.
  2. Temporary Part-Time Staff: A temporary appointment on a work schedule of less than 40 hours per week.
- D. Employment in a temporary position does not imply any right of continuation of employment. Temporary positions may be terminated at any time. Supervisors must not create documents, guidelines or make verbal agreements that could create an implied contract with Temporary Staff or that would violate URP 05.200: Employment at Will.
- E. Temporary employees hired through the OHR will be paid on the hourly payroll, paid at the base rate for the position, and must meet the minimum qualifications of the position. For additional information on the hourly pay period and time reporting, refer to URP 05.400: Time Reporting – Faculty, Staff, GA, and Hourly Employees.
- F. Temporary employees hired through temporary employment agencies are paid by the agency and the agency is paid by Procurement Services. The Temporary Staff hired through an agency for the purposes of this policy are not considered TWU employees.

## **REVIEW**

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

## **REFERENCES**

[URP 05.200: Employment at Will](#)

[URP 05.205: Recruitment, Search, and Selection](#)

[URP 05.400: Time Reporting – Faculty, Staff, GA, and Hourly Employees](#)

## **FORMS AND TOOLS**

None

<p><b>Publication Date:</b></p> <p><b>Next Review:</b></p>
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