

## Policy 704.14 – Temporary Staff Employment

Date Adopted: 8/6/09

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: UMW Policies 702.1, 702.2, 702.8, 704.4, 704.15; Collective Bargaining Agreement

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### I. POLICY

The University of Montana Western shall administer employment of temporary employees in accordance with established procedure, federal and state regulations, and relevant collective bargaining agreement provisions.

### II. PURPOSE

The purpose of this policy is to establish guidelines for hiring temporary employees.

### III. PROCEDURES

#### A. Definitions

Staff employees are nonacademic employees whose position titles and rates of pay are normally determined in accordance with Statewide Classification and Pay Plan System, i.e. not faculty, administrators, contract professionals, or letters of appointment.

Temporary employee is one whose employment is not intended to be permanent but is limited to a specified time period with no expectation of employment beyond the period specified.

#### B. Pay

The pay for temporary staff employees must be consistent with those classifications, titles, and salaries established by the statewide classification and pay plan. Temporary office employees may not be paid a flat rate, but are paid on an hourly basis. Temporary staff employees will be paid at a salary approved by the Vice Chancellor for Administration & Finance/Student Affairs. Prior to hiring temporary help, departments must review salary and employment duration with the Associate Director of Human Resource Services. Temporary employees may be subject to the same regular pay increases as permanent employees receive, at the discretion of the supervisor.

#### C. Recruitment

No temporary position may be filled for more than one year without recruitment. If after one year a temporary position becomes permanent or needs to be extended, recruitment must be conducted. Exceptions to this requirement can be granted only by the Vice Chancellor for Administration & Finance/Student Affairs. A temporary employee may not become permanent without recruitment; however, a temporary employee may apply for any position for which an external recruitment is being conducted. A temporary appointment shall not be used as a trial period for assessing an individual's ability and performance prior to a permanent appointment. Recruitment for a permanent position shall not be expanded upon or tailored to insure the selection of a temporary employee.

D. Benefits

All temporary employees are covered by Worker's Compensation.

Employees who will be employed for 960 hours or more in a fiscal year are required to enroll in the Public Employees Retirement System (PERS) on the first day of employment. Employees not scheduled to work at least 960 hours in a fiscal year may voluntarily elect membership in the PERS.

After 90 days of employment an employee is eligible to use sick leave hours that have accrued since the date of hire. An employee who does not work 90 days is not eligible to use sick leave or to be paid for one-quarter of sick leave accrual at the time of termination.

Temporary employees who work six (6) months or more are eligible to use annual leave hours that have accrued since the date of hire. If employment does not exceed six months the employee may neither use nor be paid for accrued annual leave hours.

Employees hired for a period of six (6) months or more at half-time (.5 FTE) or more are eligible for insurance benefits under the Montana University System group plan.

E. Termination of Employment

Temporary employees are employed at the discretion of the hiring department and may be terminated without any cause at any time, notwithstanding the term for which the employee was hired. Five (5) days notice shall be given to any temporary employee terminated prior to completion of the term for which the employee was initially hired. Gross misconduct or unexcused absence may result in immediate termination.

**IV. AUTHORITY**

UMW Policies 702.1, 702.2, 702.8, 704.4, 704.15; Collective Bargaining Agreement

**V. RESPONSIBILITY**

Vice Chancellor for Administration & Finance/Student Affairs, Associate Director of Human Resource Services