

## Policy 704.15 – Seasonal & Intermittent Employees

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Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: UMW Policies 702.1, 702.2, 702.16; Group Insurance Policy; M.O.M. 3-0505

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### I. POLICY

The University of Montana Western shall administer employment of seasonal and intermittent 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 seasonal and intermittent employees.

### III. PROCEDURES

#### A. Definitions

##### 1. Seasonal Employees

UMW employs two types of seasonal employees:

- a. **Permanent seasonal employees** hired through a recruitment process specifically for the seasonal work but who are not employed by the University in other permanent positions during the remainder of the year, and
- b. **University employees** who hold other permanent positions within the University but whose regular employment is cyclically discontinued, e.g., in the winter when Birch Creek is closed.

##### 2. Intermittent Employees

Part-time employees who work periodically but who are not regularly scheduled in a pay period, e.g., on-call nurses. Intermittent employees generally work a limited number of hours; they do not necessarily work each pay period.

##### 3. Temporary Employees

Employees 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. No recruitment is necessary.

#### B. Seasonal Employees

1. Seasonal employees not employed by the University in other permanent positions during the remainder of the year

a. Recruitment

Seasonal positions must be filled through a recruitment process if the position is to be permanent seasonal; i.e., the employee's period of continuous employment will exceed six months from year to year. Exceptions to this requirement can only be granted by the Vice Chancellor for Administration & Finance/Student Affairs.

Returning permanent seasonal employees are considered to be continuing employees.

b. Benefits

Seasonal employees meeting eligibility requirements are entitled to benefits accorded permanent employees including sick and annual leave, group health insurance, and retirement benefits. All seasonal employees are covered by Worker's Compensation Insurance. During the period of seasonal/scheduled layoff, the University will continue payment of the employer premium contribution for medical insurance. The employee will be required to contribute any applicable employee/dependent premium.

c. Seasonal/Scheduled Layoff

A permanent seasonal employee's employment is temporarily discontinued at certain times or intervals. The employment end date will be used as the date of layoff. A termination form should not be submitted, as sick and annual leave balances will not be paid to the employee.

d. Termination

At the conclusion of the designated period of work, a permanent seasonal employee will only be **terminated** from his/her position if (1) the position is eliminated; and (2) the employee is discharged or resigns. Under these conditions, sick and annual leave balances will be paid to the employee in a lump sum at the time of termination provided the employee meets requirements for minimum periods of employment.

2. Seasonal employees who hold other permanent University positions during the remainder of the year

a. Seasonal Assignments in the Same Department

Employees who work in a seasonal position in the same department, in the same classification may be appointed to the off-season position without recruitment. Employees who work in a different classification are considered temporary employees during the period of the seasonal employment. Sick and annual leave are accrued only if the duration of temporary employment exceeds 90 days for sick leave and six (6) months for annual leave. Sick and annual leave payoffs are not made at the end of the temporary employment due to the employee's permanent employment status during the remainder of the year.

b. Seasonal Assignments in a Different Department

Employees working in a seasonal position for a department other than their own are considered temporary employees during the period of seasonal employment. Recruitment is required if the duration of employment will exceed 90 days. Sick and annual leave are accrued only if the duration of temporary employment exceeds 90 days for sick leave and six (6) months for annual leave. Sick and annual leave payoffs are not made at the end of the temporary employment due to the employee's permanent employment status during the remainder of the year.

3. Intermittent Employees

Departments requiring intermittent employees for a period exceeding one year are required to recruit for the positions. Exceptions to this requirement can only be granted by the Vice Chancellor for Administration & Finance/Student Affairs. Sick and annual leave are accrued only if the duration of employment exceeds 90 days for sick leave and six (6) months for annual leave. Upon permanent termination of employment at the University, sick and annual leave balances will be paid to the employee in a lump sum provided the employee meets the requirements for minimum periods of employment.

**IV. AUTHORITY**

UMW Policies 702.1, 702.2, 702.16; Group Insurance Policy; M.O.M. 3-0505

**V. RESPONSIBILITY**

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