

<b>Policy Name:</b>	<b>Hiring Temporary Non-Faculty, Non-Student Employees</b>
<b>Policy Number:</b>	<b>URP: V.10.i</b>
<b>Next Review TWU:</b>	<b>August 2015</b>
<b>Last Library Review:</b>	<b>October 2018</b>
<b>Next Library Review:</b>	<b>October 2019</b>

**Purpose:** To establish guidelines for hiring temporary, non-faculty, non-student employees at Texas Woman's University. The TWU Libraries will adhere to the University's policy. However, additional guidelines specific to the TWU Libraries are also included in this University policy.

**Definitions:**

**Temporary Employee** – *an employee who is employed to work less than 4-1/2 months. They are hired for the purpose of:*

- *Accomplishing tasks normally performed by a regular employee who is unable to do so because of sick leave, vacation, leave of absence, etc.*
- *Accomplishing seasonal tasks on an on-call basis*
- *Accomplishing a specific task or project over a specified period of time*

**Benefits Eligible Employee** – *All regular full-time and part-time employees who work at least 20 hours per week for a period of 4-1/2 months or more or a period of 90 actual work days in a fiscal year.*

**Policy:**

1. Temporary employees must be employed for a period of less than 4-1/2 months or 90 actual work days. Temporary positions will not be approved for a period exceeding 4-1/2 months.
2. 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 or guidelines that could create an implied contract with a temporary employee or make verbal agreements that could create an implied contract with a temporary employee or that would violate the University's "Employment At Will" (Policy URP: V.10.a).
3. Temporary employees will be paid at the base of the pay range for the position.
4. Individuals hired in temporary positions must meet the minimum qualifications of the position, as outlined in the job description.
5. Temporary employees can be hired through the Office of Human Resources or through a temporary employment agency that has a current contract with the University.
6. Temporary employees hired through the Office of Human Resources will be paid on the hourly payroll. For additional information on the hourly pay period and time reporting see Policy URP: V.15.g.

**Library Guidelines:**

1. Requests for temporary employees must be made to the Dean of Libraries. Justification for extra staffing must be provided.
2. Funding for temporary employees must be in the Library's Budget Spending Plan.
3. No temporary employee should work over 4-1/2 months. If there is a staffing need after this time period has passed, the employee's supervisor must provide justification of the need to the Dean of Libraries who will either approve or reject the request.
4. Temporary employees must have a position description. In most instances, this will be similar to one of the Library's current position descriptions on file with the Office of Human Resources.
5. Temporary employees can work up to 19 hours per week.

**Review:**

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.