



Temporary Staff Employees Procedures & Guidelines

SCOPE: Define temporary staff employees and describe standard procedures and guidelines

Date Created: 05/14/2014; **Updated:** 7/1/14

DEFINITION OF TEMPORARY STAFF EMPLOYEE

An employee who works in a non-benefits eligible staff position for a specified, limited period of time. Temporary assignments may be used for limited-duration project work, staffing shortages, workload peaks, or to provide coverage for an employee on leave. This does not include student workers.

TEMPORARY ASSIGNMENT LIMITS

Temporary assignments should be for a limited duration, should not exceed 3 months, and may be extended for up to an additional 3 months with approval from the appropriate Vice President and the Department of Human Resources. In no case shall a temporary assignment exceed 12 consecutive months.

If your need does not meet this definition, contact the Department of Human Resources (recruitu@smu.edu) to explore other staffing options.

TEMPORARY CATEGORIES

Temporary category for VP approval. This category requires the Request to Hire Temporary Staff Employee Form.

1. Temporary Staff – Vacant position/Temporary Business Need
 - Temporary staff that are filling a vacant regular position. The position may or may not yet have approval to recruit for a regular new hire. Assignments should be for 3 months or less.
 - Temporary staff hired for a temporary business need or specific project. Assignments should be for 3 months or less. They may work full-time or part-time hours.

Departments needing to fill a budgeted/regular position that requires VP approval may contact the HR Recruitment Team at recruitu@smu.edu. They will assist your department in identifying available temporary employees. The Recruitment Team will develop a pool of recent retirees and individuals who have expressed interest in working at SMU who might fill your position. You are also free to pursue other individuals who fit your needs.

Temporary categories without VP approval. These categories do not need the Request to Hire Temporary Staff Employee Form.

2. Temporary Staff – Occasional/As-Needed
 - Temporary staff who work periodically throughout the year on an as-needed basis. They are often set up for a full year and log hours when they come to work, often to relieve regular staff during peak times or when someone is out of the office for a limited period of time. Retirees are often employed in this capacity as are personal trainers in Recreational Sports and on-call Wellness instructors.
3. Temporary Staff – Academic Related
 - Temporary staff who work part-time (typically 20 hours or less per week) on a consistent basis throughout the year as tutors, advisors, and other academic-related roles. Departments often do not know what is needed until school begins and they have a sense of the volume of students and their concentrations.
4. Temporary Staff – Paid from a Grant
 - Temporary staff who are paid from a grant. These temporaries typically work in support of specific, limited-duration research projects. They may work full-time or part-time.
 - ***Please note: If the grant funding ends and the temporary employee is to be retained using a funding source other than grant funds, they will need to go through the Request to Hire process and receive VP approval.***

5. Temporary Staff – Student

- SMU students not enrolled in for-credit classes who are performing work at the University.
- Temporary staff who are students at other universities (non-SMU students) or high schools, who are employed at SMU for the summer months or other times during the academic year, who work as part of a planned program, often an internship. Student status is the primary role.
- ***Please note: Interns who are not students should go through the Request to Hire process and receive VP approval.***

6. Temporary Staff – Short-Term Assignment

- Temporary staff that are hired for one month or less for a very specific business need or project and will not be renewed after the month is over. Examples include camp staff, instructors for short classes, and staff hired to work on large mailings or similar short-term projects.
- ***Please note: If the assignment needs to extend beyond one month, they must go through the Request to Hire process and receive VP approval.***

PROCEDURE FOR TEMPORARY HIRE REQUIRING VP APPROVAL

1. The hiring department decides how they will recruit for the temporary staff employee.
 - Three options for recruiting:
 - a. Department posts the position on the Working at SMU website, Temporary Jobs
 - b. Department hires the temporary employee from a temporary staffing agency
 - c. Department recruits the temporary employee directly
2. The department must complete and submit the Request to Hire a Temporary Employee. The Request to Hire a Temporary Employee must be approved by the appropriate Vice President and the Department of Human Resources. The Vice President may sign the request form; approval will also be accepted via an attached or forwarded e-mail.
 - If the department recruits the temporary employee directly, and the temporary employee will be on SMU Payroll, the department must also submit the following:
 - a. Payroll Authorization Form for Adjunct Faculty & Temporary Employees
 - b. Resume of the candidate
3. The temporary employee must complete and send to HR the Authorization and Consent for Release of Information either by fax, e-mail to recruitu@smu.edu, or in-person.
 - The satisfactory completion of pre-employment checks on the recommended candidate for a temporary assignment is required, **prior to the employee's first day of work with the University.**
4. HR will communicate with the department the authorization to make an offer upon completing the review of the Request to Hire a Temporary Employee and ensuring background checks have been completed. HR will assign an SMU ID# and request for OIT to create a sponsored account.

PROCEDURE FOR TEMPORARY HIRE NOT REQUIRING VP APPROVAL

1. The temporary employee must complete and send to HR the Authorization and Consent for Release of Information either by fax, e-mail or in-person.
2. HR will communicate with the department upon completion of background check.
 - The satisfactory completion of pre-employment checks on the recommended candidate for a temporary assignment is required, **prior to the employee's first day of work with the University.**
3. The department must submit the Payroll Authorization Form for Adjunct Faculty & Temporary Employees to HR.
4. The department must request for OIT to create a sponsored account.

FOR ALL TEMPORARY STAFF EMPLOYEES

The temporary staff employee (with VP approval or without VP approval) must report to HR on his/her first day of employment to complete the required new employee forms.

All temporary staff employees should complete the following forms:

- I-9 Employment Eligibility Form – Must be completed on first day of employment.
- W-4 Federal Tax Withholding Form
- Direct Deposit Form – All temporary staff employees are subject to SMU's mandatory Direct Deposit.
- Temporary Employee Statement

COMPENSATION & TIME REPORTING

All temporary staff employees should be paid on an hourly basis and must be paid at or above the federal minimum wage.

Temporary staff employees are subject to overtime provisions of the federal Fair Labors Standards Act (FLSA). Temporary staff must follow applicable hourly employee time reporting procedures.

PRE-EMPLOYMENT CHECKS

The satisfactory completion of pre-employment checks on the recommended candidate for a temporary assignment is required, prior to the employee's first day of work with the University.

BENEFITS

Temporary employees are not eligible to receive benefits and are not paid for the time missed from the University, including holidays and other designated closings.

SEPARATION FROM THE UNIVERSITY

Staff temporary employees may be terminated before the completion of the temporary assignment for the following reasons:

1. The employee cannot perform the required duties and responsibilities of the temporary assignment,
2. The temporary work is no longer needed,
3. Funding is no longer available for the temporary assignment, or
4. The employee has displayed unacceptable standards of conduct