Temporary Staff Employees Procedures & Guidelines

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

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.

COMPENSATION & TIME REPORTING

All temporary staff employees must 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 employees must submit a completed time record for each bi-weekly period in which they work.
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 UNIVERISTY

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

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PROCEDURE

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 & Temporary Employees
        b. Temporary employee must complete the Authorization and Consent for Release of Information (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).
        c. Resume of the candidate
3. HR will communicate with the department upon completing the review of the Request to Hire a Temporary Employee.

Once the temporary hire is approved, HR will assign an SMU ID#, and the department must request a sponsored IT account. The temporary employee must report to HR on his/her first day of employment to complete the required new employee forms.

All temporary staff employees are required to 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 employees must complete a Direct Deposit Form in order to be paid.
- Staff Temporary Employment Statement