

**SYSTEM OF HIGHER EDUCATION  
PROCEDURES AND GUIDELINES MANUAL**

**CHAPTER 19**

**TEMPORARY HOURLY APPOINTMENTS**

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## **Section 1. Temporary Hourly Appointments**

Temporary hourly positions are at will appointments intended to meet short-term, temporary needs of an employer. Appointments may be established for up to a 12-month period, limited to the fiscal year July 1-June 30, not to exceed 1,039 hours except under the conditions specified in this Chapter. Temporary hourly appointments are part-time with variable hours.

(Added 6/16)

## **Section 2. Temporary Hourly Employment**

### **1. Compensation**

- a. Hourly wage: The hourly wage must adhere to the pay schedule and titles provided.
- b. Overtime: Overtime is earned at a rate 1.5 times the hourly wage for time worked over 8 hours per day OR 40 hours per work week with a modified overtime agreement. Overtime must be requested and approved in advance and should be incurred sparingly.
- c. Holidays: Ineligible for paid holidays or additional pay for time worked on holidays.
- d. Payroll: Semi-monthly.

### **2. Meal and Rest Periods**

- a. Meal Period: A 30 minute unpaid meal break must be provided for any shift of six or more hours. The meal break should be taken in the middle of the work shift.
- b. Rest Periods: Employees must be afforded 15 minute paid rest periods for each four hour period of work to be taken in the middle of the work period.

### **3. Benefits**

- a. Leave: Temporary hourly employees are ineligible to accrue leave.
- b. Retirement:
  - i. Temporary hourly employees contribute to the FICA Alternative Retirement Plan (FARP).
  - ii. If a temporary hourly appointment exceeds 1,039 hours both the employee and employer are subject to retroactive retirement contributions to the Public Employees Retirement System (PERS). All hours worked up to 40 hours per work week are included in determining PERS eligibility; hours worked over 40 per work week are excluded.
- c. Medical Benefits: NSHE adheres to the requirements of the Affordable Care Act (ACA). Temporary hourly employees are considered part-time variable hour employees. Hours will be measured during the first 10 months of employment to determine eligibility for medical benefits for the following 10 months, also known as stability period. The employee will be eligible for benefits during the stability period if they work at least 1,300 hours over the 10-month measurement period.
- d. Breaks in service between temporary hourly and appointments to other employee types are not required.
  - i. Time worked in a temporary hourly position does not count toward seniority or leave accruals.
  - ii. Pay earned as a temporary hourly will not be considered to determine base pay for a different employee type.

- iii. Time spent in a temporary hourly appointment counts toward PERS eligibility if a temporary hourly employee is hired into an intermittent classified appointment with similar duties. In all other cases, PERS contributions begin on the first day of the classified appointment.

(Added 6/16)

### **Section 3. At Will Employment**

Temporary hourly employment is at will. Either party may terminate the employment relationship without cause or notice for lawful reasons.

(Added 6/16)

### **Section 4. Temporary Hourly Titles and Description**

1. Temporary, Business – Temporary, business positions perform specialty business functions such as accounting, purchasing, human resources, graphic design, publications editing, museum curation, etc.
2. Temporary, Clerical – Temporary, clerical positions perform traditional clerical support duties for a department or executive. Duties may include, but are not limited to, reception, executive assistance, student registration, account reconciliation and basic budgeting, data entry, generation of correspondence and mailings, filing, library circulation, library shelving, book retrieval, etc.
3. Temporary, Education – Temporary, education positions perform educational services to audiences outside of the traditional higher education environment such as a community educational program or pre-school setting.
4. Temporary, Events – Temporary, events positions support all aspects of events and productions at University Events Centers which do not require a background check. Positions may support guest services, ticketing, housekeeping, or production.
5. Temporary, Events 2 – Temporary, events 2 positions perform specialty services for a University Events Center requiring higher compensation than typical event support positions (ex. performers).
6. Temporary, Events Background Check – Temporary, events positions support all aspects of events and productions at University Events Centers for which ensuring public safety requires a background check. Positions are most commonly associated with stage development or other production activities such as lighting and rigging.
7. Temporary, Intern – Temporary, intern positions exist for enrolled college students seeking hands-on work experience in their field of study.
8. Temporary, Interpreter – Temporary, interpreter positions perform language interpretation services on behalf of students, faculty or staff, in support of the learning and employment experience.

9. Temporary, Maintenance – Temporary, maintenance positions maintain NSHE buildings, grounds, and equipment, including maintenance support for events.
10. Temporary, Skilled Craft – Temporary, craft positions perform journey level skilled trades.
11. Temporary, Research – Temporary, research positions are either directly involved in performing scientific research or supporting scientific research activities (e.g., maintaining a lab or maintaining research equipment). Positions may be assigned within a laboratory, field environment, or survey/statistical center.
12. Temporary, Safety – Temporary, safety positions are responsible for ensuring the safety of the campus or general community 24/7, including ensuring safety for events. Examples include, but are not limited to, life guards, security guards, and reserve police officers.
13. Temporary, Service – Temporary, service positions perform direct services to campus students, faculty and staff or program customers. Examples include, but are not limited to, shuttle services, food services, textbook or retail sales in support of academics, etc.
14. Temporary, Tutor – Temporary, tutor positions provide direct services to students requiring academic support. Positions may provide tutoring service in a particular subject matter, proctor exams, take notes in classes, provide reading services, etc.

(Added 6/16)