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| TEMPORARY EMPLOYMENT – 5:01:00:04 |
| Approval |
| Corresponding Policy: TBR Guideline P-010 |
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| Leadership Council Approved: September 8, 2017 |
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| Effective Date/Approved: September 8, 2017 |
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| Revised: June 2, 2014; September 8, 2017 |
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| Responsible Party: Executive Director of Human Resources |
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I. POLICY

Temporary employees are personnel whose initial period of appointment or expected service is less than one year. This definition does not apply to employees who are designated as probationary employees, who may be regular full-time or part-time employees, and entitled to benefits. If temporary assignments are recurring, then the college must make a decision to create and fund a regular position.

II. UNAUTHORIZED EMPLOYMENT

- A. No individual shall be engaged in temporary employment at the college without prior approval of the responsible senior staff member.
- B. Any Motlow State Community College employee who contracts, causes, or permits an individual to work without prior approval shall be subject to disciplinary action up to and including termination.

III. MULTIPLE EMPLOYMENT ASSIGNMENTS

- A. No individual may be appointed to more than one employment classification during any one pay period (for example, an employee may only be classified as Exempt/Salaried or Non-exempt/Hourly).
- B. Non-exempt regular part-time employees may not work a secondary job that would cause their total hours to make them benefit eligible.

IV. ELIGIBILITY FOR PERMANENT EMPLOYMENT

- A. Temporary employees are eligible to apply for internal permanent job postings.
- B. Temporary employees seeking permanent employment may apply as external applicants for positions posted on the public website.

V. BREAKS IN SERVICE

- A. An employee who has worked as a temporary for the maximum time of one calendar year must be completely separated and off the payroll for fourteen calendar days before becoming eligible for re-employment in a temporary position.
- B. After one year of employment as a temporary employee, the college shall consider adding a position with benefits if the assignment is needed on a regular basis. The process for filling the position will follow TBR Guideline P-010, Personnel Transactions and Recommended Forms.

VI. BENEFITS

Temporary employees with less than one year assignments are ineligible for employment benefits (retirement, state insurance, annual and sick leave, and holiday pay or longevity credit).