



HUMAN RESOURCES

Supervisor's Tool Box

TEMPORARY/PERIODIC EMPLOYEES

Departments may hire individuals in a temporary employment status to meet occasional short-term operational needs. Temporary/periodic employees are not eligible for benefits and do not have the policy rights enjoyed by continuous, regular employees of the University.

A temporary/periodic employee classification is suitable in the following instances:

- A full-time individual is needed for a job lasting no more than six months; OR
- A person is needed for an on-going assignment that requires less than half-time work, no more than 20 hours per week; OR
- A person who works periodically on an as-needed basis but less than 1,040 hours in any given fiscal year in all temporary/periodic appointments.

All employee assignments comply with the Fair Labor Standards Act, as amended. Thus, temporary/periodic employees are usually nonexempt with a job code of V. In rare occasions, it may be possible for a temporary/periodic employee to be employed within an exempt assignment. Review of these positions will be coordinated by University Human Resources during the Position Request Process as shown on <http://hr.okstate.edu/hr/new-hire-info>. Exemption status is reviewed at least once a fiscal year.

University Human Resources reviews job assignments based upon hours worked by temporary/periodic employees to determine continued work eligibility. A review of hours worked is completed on a quarterly basis by Human Resources staff. Hours are compiled by reviewing payroll records of actual hours recorded in every temporary assignment held by the temporary/periodic employee. If a temporary/periodic employee exceeds the allowable number of hours worked, the HR Partner will contact the unit to discuss appropriate action. An appropriate course of action may include the creation of a continuous position or immediate termination of the employee's assignment.