

## **Tennessee Tech University – Temporary Employment**

As of August 1, 2018, all Temporary Employment PAFs will be submitted through the DocuSign System. The link to the PAF can be found on the HR website or you can use the following link – [Temporary Employment PAF](#).

### **What's NEW with the Temporary Employment PAF:**

- **Required Fields**
  - T# or last 4 digits of SSN
  - First / Last Name
  - Address
  - Email
  - Birthdate (Needed for Banner & Email set-up)
  - State of Tennessee Retiree Information
  - Student Employee Inquiry
  - All Job Information Fields
  - College/Division
  - Department
  - Index Code
  - Requested Hourly Salary
  - All Labor Distribution Fields
  - Preparer Signature and Email
- **Attachment of detailed job description for new temporary position and/or resume or job application for new temporary employee**

### **Administrative Reminders regarding Temporary Employment:**

- All Temporary Employees must have a current background check (within the last 5 years) on file.
- Temporary Employees cannot begin employment until the PAF has been approved, the background check has been cleared, the offer letter has been signed, and all HR paperwork received.
- A timeframe of 2 weeks should be allowed to process a new temporary employee.
- Departments should monitor the expiration dates of temporary employees and ensure that they do not work outside their temporary appointment dates.
- Temporary employees' emails will be deactivated on their temporary appointment expiration date.

### **Policy Reminders regarding Temporary Employment:**

- Temporary Employees may be hired to meet short-term or sporadic staffing needs not to exceed 12 months, and are not intended to meet ongoing staffing needs.
- Temporary employment is generally considered part-time but may be full-time in limited circumstances. Any department that requests to hire a full-time Temporary Employee must complete the [Full-Time Temporary Employee Authorization Form](#) and submit with the PAF for the Associate Vice President for Human Resources' approval.
- Temporary Employees are generally ineligible for full benefits; however, Temporary Employees may become eligible for health insurance as a result of their weekly work hours exceeding 29 hours per week.
  - Departments are required to fund insurance benefits for any Temporary Employee who becomes eligible for such benefits.
  - Departments are responsible for monitoring weekly hours for Temporary Employees.
- Temporary Employees are not to exceed 116 total hours worked, including regular and overtime hours, per monthly pay period (29 hours per week).
- Temporary Employees must have a break in service of 14 calendar days after 12 months of temporary employment.
- Adjunct faculty may not work as Temporary Employees.
- Temporary employment cannot be used as a trial period for an individual being considered for a regular, benefitted position.