THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources and Affirmative Action	**Number:**	201.57
		Revised:	12/30/04
SUBJECT:	Temporary Employment	**Date Issued:**	
		Review Date:	12/30/08
		Attachment(s)	0

APPLIES TO: All non-bargained-for Allied Health, Office, Professional/Administrative, Coaches in the Athletics Job Family, Technical and Primary Archivist, Curator, Librarian and Research Scientist (excluding Instructional Staff and those covered by a collective bargaining agreement.)

ISSUED BY: Human Resources and Affirmative Action and the Office of the Provost and Executive Vice President for Academic Affairs

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I. Policy

To meet short-term or sporadic staffing needs (i.e. those anticipated to last less than 12 months), units may employ staff on a temporary basis. Temporary appointments are not intended to meet ongoing staffing needs, which should be addressed using the Regular appointment process. Temporary appointments will vary in their duration and may be ended at any time, for any reason.

II. Regulations and Definitions.

There are three categories of temporary employment:

A. University of Michigan Student Employees

B. Student Employees From Other Educational Institutions

The employment of University of Michigan Student Employees and Student Employees from other institutions is described in SPG 201.24 "Employment of Students"

C. Temporary Employee (Non-Student)

1. A non-student temporary employee is an employee whose employment is:

   a) in a specific position not limited in duration but is sporadic or casual (normally 8 hours or less per week), or

   b) fixed at the time of employment for:

      i) a specific project, or

      ii) relief for regular employee absences including vacations or termination, or

      iii) augmenting regular staff occasioned by increased work loads or other conditions that may create a short term need.

2. Temporary employment may be either part time or full time, but in either case, appointment in a specific position is not to exceed 12 months. In the instance of a specific project, the fixed appointment may be set to a maximum

of 18 months if approved prior to employment by the appropriate Human Resource Office.

3. A temporary appointment may not be made for the purpose of a trial period for an individual being considered for a regular appointment or as a "probationary period" preceding regular employment.

D. Employing departments may consult with the appropriate Human Resource Office for guidance with respect to the appropriate classification and pay rate of temporary employees. At the Flint and Dearborn campuses, the classification and pay rate for both student and non-student temporary employees must be approved by the respective Human Resource Office.

E. Temporary employees are not eligible for University fringe benefit programs except for travel accident insurance.

F. All non-exempt temporary employees, regardless of classification title, will be paid overtime compensation at one and one-half times the rate for time worked in excess of forty (40) hours in a calendar week. Note: If an individual, already employed by the University in another (non-exempt) position, receives additional compensation through a temporary appointment, this secondary appointment may require the payment of overtime at one and one-half times the regular rate.

G. The employing unit is responsible for monitoring the duration and nature of non-student temporary employment to assure correct employment status. If a non-student temporary employee has performed the same duties in the same department in excess of 12 months (or 18 by prior arrangement as discussed above in I C 2) and his or her employment has not been casual or sporadic, the employing unit should contact the appropriate Human Resource Office in order to determine the individual's proper employment status.

H. Reference should be made to the following Standard Practice Guides:

201.18	Employment of Non-U.S. Citizens
201.20	Employment of Minors
201.23	Appointment of Relatives
201.24	Employment of Students
201.78	Unemployment Compensation
518.1	Payroll Controls for Payments to Temporary Staff