



## Texas Christian University Policy

**Policy Number:** 2.004

**Subject:** Temporary Staff Employment

**Effective Date:** June 1, 1981

**Revised:** February 19, 2013

### I. Purpose

The temporary staff pool assists in meeting many temporary staff employment needs of the University as well as limiting the necessity of utilizing local temporary employment agencies. The program also provides a tool to departments for staff planning and utilization, allows qualified applicants to work while looking for regular staff employment with the University, and establishes a centralized approach to hiring for temporary assignments. Human Resources coordinates this service and makes every effort to fill requests for temporary help whenever possible.

Departments may request temporary positions. Temporary positions requiring less than 30 hours per week may be established for an indefinite period of time.

Temporary positions requiring 30 hours per week or more may be established for a period of time not to exceed six months.

### II. Procedures

#### 1. Starting the Request for Temporary Employees

- A temporary staff roster is maintained in Human Resources and departments can contact Human Resources when a temporary employee is needed.
- The requesting department will provide:
  - information about the type of work to be performed
  - information about the date, time and location and contact person in the department.

#### 2. Job Posting Requirements

- Short-term temporary assignments of less than 30 days do not need to be posted and do not require vice chancellor approval, unless otherwise specified by vice chancellor procedure.
- Temporary assignments of 30 days or more require appropriate vice chancellor approval and posting with Human Resources.
- In certain cases, departments may need professional services or skills on a temporary basis and may need to contract with an external staffing agency.

#### 3. Applicant Processing

- The application and hiring procedure for all temporary employees is the same as that for regular staff.
- Human Resources accepts applications for temporary employment on a continuous basis.
- Any applicant for temporary staff employment will be required to complete a valid TCU Application for Employment form.

- Applicants for temporary staff will be required to take appropriate tests, post-offer physicals, and undergo all appropriate background and reference checks.

#### 4. Applicant Selection

- Applicants for temporary jobs must be processed through the Human Resources office before any job offer is extended.
- Human resources will interview, screen, hire, and set salaries for all temporary staff based on the job the individual will be performing and the current temporary staff salary schedule.
- Human Resources will notify the selected temporary employee regarding
  - date(s), time, and place of assignment,
  - hourly rate for the assignment,
  - assignment start date, time, and location and person in the department to contact,
  - payroll processing
    - how payment for services will occur
    - tracking time worked
    - turning in pay sheets
- Human Resources will complete the hiring Personnel Action Form.

#### 5. Temp to Regular/Regular to Temporary

- Employees holding a regular position who terminate from the university and wish to become part of the temporary staff can do so by contacting Human Resources.
- Temporary employees are eligible to apply for regular staff jobs with the university.
- If a temporary employee accepts a regular staff job, for the purpose of benefit eligibility, the official hire date will be the date of employment in the regular job.

#### 6. Payment for Services Rendered

- Temporary staff will be hired at an hourly rate of pay and turn in biweekly pay sheets for payment of services. The single exception to this guideline is teaching positions.
- All temporary staff will submit biweekly pay sheets for payment of services. Authorized pay sheets can be found on the Human Resources website [www.hr.tcu.edu](http://www.hr.tcu.edu).
- Temporary staff will be paid overtime for any hours worked over 40 in a work week as mandated by the FLSA.
- Temporary employees are not eligible for any premium pay such as shift differential.

#### 7. Pay Increases for Temporary Employees – Human Resources initiates pay increases to temporary employees to insure salary equity. Pay increases are given for the following reasons:

- When the federal minimum wage increases, all temporary employees with an hourly pay rate less than the new minimum hourly rate will have their

hourly pay rate increased to be in compliance with the federal minimum wage

- Annual merit raises are granted concurrently for temporary employees as for regular employees if the temporary employee has -
  - worked in excess of 1000 hours within the previous fiscal year
  - has maintained satisfactory performance or
  - has increased education, training or skill level, or other wise enhanced work performance resulting in increased work responsibilities

### **III. Administrative Responsibility**

The Human Resources Department is responsible for administering and interpreting this policy.