



EAST TENNESSEE STATE UNIVERSITY

Facilities Management

Policy Number: 100.5

Title: Temporary Employee Policy

Implementation Date: March 10th, 2014

Last Revised: July 29th, 2016

Last Audited: July 18th, 2016

Introduction

Facilities Management employs numerous temporary employees to facilitate day-to-day operations. Use of temporary employees benefits both the employee and the university. This policy will assist in creating a uniform guideline as it relates the hiring of employees in this classification.

Scope

This policy applies to all temporary workers employed by Facilities Management.

Definitions

Contract: A contract is defined as a Notice of Temporary Employment Agreement for Non-Faculty Administrative/Professional and Clerical/Support Staff

Procedures

1. Contracts for all new temporary hires will have a maximum duration of six months.
2. The maximum amount of hours that can be worked in a week is 28. However, employees must adhere to the hours stated in their contract.
3. No overtime will be incurred by temporary employees.

Responsibilities

The Business Director will ensure that all contracts for new temporary hires do not exceed six months in duration.

All department managers are responsible for ensuring that temporary hires do not incur the use of overtime.

Contact Persons

Associate Vice President
Director of Facilities Management Operations
Business Director

Approved by: _____
William Brady Rasnick, Jr., Associate Vice President, Facilities
Management

Date approved: _____

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