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# EAST TENNESSEE STATE UNIVERSITY

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## Facilities Management

**Policy Number:** 100.5

**Title:** Temporary Employee Policy

**Implementation Date:** March 10th, 2014

**Last Revised:** February 18<sup>th</sup>, 2019

**Last Audited:** February 18<sup>th</sup>, 2019

### **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, unless contractual arrangements are made. However, employees must adhere to the hours stated in their contract.
3. No overtime will be incurred by temporary employees.

### **Responsibilities**

The Executive 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  
Executive Director of Facilities Services  
Business Director

**Approved by:** \_\_\_\_\_  
William Brady Rasnick, Jr., Associate Vice President, Facilities  
Management

**Date approved:** \_\_\_\_\_

Audited: July 18<sup>th</sup>, 2016  
February 18<sup>th</sup>, 2019

Revised: February 18<sup>th</sup>, 2019