



TEMPORARY EMPLOYEE TERM LIMITS POLICY

Area: Employment	Number: 2193
Subject: Temporary Employee Term Limits	Issued: 2/24/2011
Applies To: Temporary Employees	Revised: 5/11/2015
Sources: USG Board Policy	Updated:
Responsible Party: Associate Vice President for Human Resources	Page(s): 2

1.0 Purpose

The purpose of this policy is to define term limits for temporary employees.

2.0. Definitions

- Temporary Employee_– Temporary employment is short in duration to address business needs and must meet the requirements and characteristics provided below.
- Term Limit – The amount of time in which the employment relationship lasts.

3.0 Policy

As per the University System of Georgia Board policy http://www.usg.edu/hr/manual/employee_categories/, temporary employment is short in duration to address business needs and must meet the requirements and characteristics described below:

- A temporary employee is non-benefits eligible.
- A temporary employee does not have an expectation of long-term employment.
- A temporary employee may be full-time or part-time.
- A temporary employee cannot meet the University's definition of an institutional student assistant (enrolled at least 6 or more credit hours at Georgia Southern University). All individuals that are enrolled in 6 or more credit hours must be hired as an institutional student assistant.
- A temporary employee may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12 month period. Once a temporary employee has worked 1,300 hours or has been employed for 12 consecutive months, whichever comes first, the temporary employee must have a break in service of 26 consecutive weeks. Employment applies across all University System of Georgia institutions.
- A temporary employee may be separated at any time for any reason without notice and either the employer or the employee can end the employment relationship.

4.0 Procedure

All temporary employees are processed through the Department of Human Resources to maintain compliance with state, federal and Board of Regents policies.

During the employment period, Human Resources will provide reports which indicate the number of hours a temporary employee has worked. Once a temporary employee has been employed for six (6) consecutive months or 1,000 work hours, the temporary employee and the hiring manager will meet with Human Resources to discuss the temporary employee's continued employment. During this meeting, Human Resources will offer workforce planning strategies.

At the end of the temporary employment period, the hiring manager will submit a Personnel Action Form to end the employment relationship. If this form is not submitted in a timely fashion, Human Resources reserves the right to terminate the temporary employee in the timekeeping system. If this step is taken, Human Resources will ensure the hiring manager and temporary employee are notified that the employment relationship has been terminated.