

Temporary or Casual Appointments

Temporary or Casual non-academic appointments that are either (1) short-term, 67 workdays or less (**temporary**) or (2) characterized by schedules that are variable, intermittent, on-call, and consistently 14 hours a week or less (**casual**). These positions may be given to current employees, students from other institutions or applicants from outside the University.

These appointments may not be given to:

- Non-student employees and graduate students working in union-represented positions, who work more than 14 hours per week and more than 67 workdays per calendar year. These individuals must be appointed in the appropriate bargaining unit classification (job code) and are required to pay union dues or fair share fees. (See Article 2 of appropriate collective bargaining agreement.)
- Non-student employees and graduate students whose work hours total more than 14 hours per week in any combination of jobs in the same PELRA unit. These individuals must be appointed into the appropriate bargaining unit classifications (job codes).
- Independent Contractors who meet Internal Revenue Services definition of non-employee status.

Restrictions

Graduate and post-baccalaureate students who are in appointments totaling 40 hours per week may not exceed 40 hours per week employment. During the academic year, graduate assistants may not hold appointments or any combination of appointments totaling more than 75% time during the scheduled class periods and finals week. The combination includes all University employment categories including College of Continuing Education activities.

CLASSIFICATIONS

Individuals may be appointed into one of the following temporary or casual classifications providing they meet the eligibility criteria as specified.

1. 0001 Non-Exempt Temporary or Casual Appointment: Used for Non-Exempt Work

a. This classification job code and title applies to a person not holding a current University of Minnesota appointment when (a) the appointment does not exceed 67 workdays in a calendar year; or (b) appointing persons to an appointment that may or may not exceed 67 workdays in a calendar year but hours worked per week does not exceed 14; or (c) the person is a student from another institution and the appointment does not exceed 100 workdays in a calendar year. Employees in this classification primarily perform work that is subject to overtime provisions of Fair Labor Standards Act (FLSA).

b. This classification applies to a person holding a current University of Minnesota appointment when (a) appointing a current University employee on second and subsequent University appointments when the appointment total does not exceed 67 workdays in a calendar year; or (b) appointing second and subsequent appointments that exceed 67 workdays but the hours worked per week on the second or subsequent appointment do not exceed 14. This classification is used when the second appointment is non-exempt work, regardless of the nature of work in the first appointment, OR whenever the primary appointment is non-exempt regardless of the nature of work in the second appointment.

2. 0007 Exempt Temporary or Casual Appointment: Used for Exempt Work

a. This classification job code and title applies to a person not holding a current University of Minnesota appointment when (a) the appointment does not exceed 67 workdays in a calendar year; or (b) appointing persons to an appointment that may or may not exceed 67 workdays in a calendar year but hours worked per week do not exceed 14; or (c) the person is a student from

another institution and the appointment does not exceed 100 workdays in a calendar year. Employees in this classification primarily perform work that is exempt from or not subject to overtime provisions as defined under the Fair Labor Standards Act (FLSA).

b. This classification applies to a person holding a current University of Minnesota appointment when (a) appointing a current University employee on second and subsequent University appointments when the appointment total does not exceed 67 workdays in a calendar year; or (b) appointing second and subsequent appointments that exceed 67 workdays but the hours worked per week on the second or subsequent appointment do not exceed 14. This class (job code) is used when the work in both the first and second appointments is exempt.

PAY AND BENEFIT PROVISIONS

Salary

Typically, salaries for those persons holding temporary and casual appointment are set by reviewing the salary range minimum and maximum for University staff performing similar work. In every case, the employee must be paid at least the federal/state minimum wage (\$7.25 effective July 24, 2009). College or units may set consistent unit wide salary policies for employees in temporary or casual classifications. Employees in job codes 0001 and 0007 are not eligible for salary increases. Consult your units' Office of Human Resources Consultant for exceptions to this policy.

Employees with 0001 **temporary or casual appointments** must be paid on an hourly basis. Employees with 0007 **temporary or casual appointments** must be paid on a salary basis of at least \$455.00 a week with a percentage appointment. Individuals must not have an hourly appointment of 0.01.

Overtime Pay Requirements

Refer to the following chart, [Current University Employee with a Temporary or Casual Appointment – Overtime Pay Requirement](#) (pdf), for overtime pay requirements.

Dues/Benefits

Employees appointed in 0001 or 0007 temporary or casual positions are excluded from coverage under the Minnesota Public Employee Labor Relations Act (MPELRA) and under certain state and federal labor regulations. Therefore, employees in the temporary or casual classifications 0001 or 0007 do not pay union dues or fair share fees.

Time worked in these appointments cannot be credited towards eligibility for benefits (e.g., an employee working 70 percent time in a primary position cannot credit hours worked in these classifications towards meeting the 75 percent time eligibility requirement).

Persons holding temporary or casual appointments are not eligible for benefits and rights extended to persons holding regular public employment appointments at the University. These unavailable benefits and rights include but are not limited to: UPlan benefits, retirement contributions, vacation, sick leave, Regents Scholarship Program, and access to the University's Conflict Resolution processes.

APPOINTMENT REQUIREMENTS

Laid Off Employees Qualified and Available

Employees who are qualified and available at the work location from which they were laid off must be offered the temporary or casual job appointment first before non-student temporary or casual employee appointments may be made.

Multiple Temporary or Casual Appointments

It is possible for an individual to work in more than one temporary or casual position in a calendar year provided the positions are separate and distinct positions classified in different classifications

and different employee groups, (i.e., food services work and secretarial work) and meet the criteria as described under CLASSIFICATIONS.

APPOINTMENT PROCESS

Non-posted Position

For jobs not posted, the unit enters information directly into HRMS system. The hiring department carries the sole responsibility for maintaining appropriate documentation to support the appointment and classification of temporary and casual employees.

Posted Position

A requisition is to be created and submitted for approval using the employment system in situation where the department needs to recruit applicants for a position that lasts more than one year. Once approved, the job is posted. When a hire is made, the hiring department enters the appointment information into the HRMS system.

Exception for Graduate and Post-Baccalaureate Students to Exceed 75% Time

Exceptions to the 75% time limitation for restricted time periods may be requested from the Dean of the Graduate School or dean of the relevant professional school. Such permission must be requested in writing from the student's department and graduate school advisor and approved in advance. In no instance will appointments totaling in excess of 100% time be approved.

ASSISTANCE

For further information and assistance with temporary or casual appointments, contact the following:

Subject	Contact	Phone	Fax/Email
General Information or Procedural Assistance	• Primary: Responsible administrator/supervisor		
	• Secondary: Local campus, college, or administrative unit HR administrator		
	• Other (as needed): Office of Human Resources specialist or consultant	Office of Human Resources Specialist and Consultant List	Office of Human Resources Specialist and Consultant List
Graduate Assistant Employment	• Graduate Assistant Employment Office	612-624-7070 612-625-9801 (fax)	gaesinfo@umn.edu
Document Processing	• HRMS Key Contact	HRMS Key Contact List	HRMS Key Contact List
	• Office of Human Resources Call Center	612-625-2016	

DEFINITIONS

Calendar Year

Calendar Year shall mean a year that runs from January 1 through December 31.

Exempt

Exempt shall mean employees who are paid on a salary basis (not by hours worked) and who primarily perform work that is exempt from or not subject to overtime provisions of the Fair Labor Standards Act (FLSA). Overtime pay is not required.

Hourly

Hourly shall mean the flexible hourly or non-positive pay employee types according to the HRMS system. This employee type is paid at an hourly rate but there are no set hours to be worked and paid each pay period.

Nonexempt

Nonexempt shall mean employees who primarily perform work that is subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Overtime pay after 40 hours in a workweek is required.

Work Location

Work Location shall mean the work unit or within 30 miles of the place of work for outstate locations.

FREQUENTLY ASKED QUESTIONS

- [Temporary and Casual Appointments FAQ](#) (pdf)
- [Template Offer Letter for Temporary or Casual Appointments](#) (Word)