

Temporary Employment

Summary/Purpose: Temporary employment is defined and the procedure for the employment of faculty and staff in this category is explained. This includes information of benefits eligibility, time limits, and the procedures to use when listing a temporary job.

There are two basic types of temporary employees: *temporary and periodic*. However, because of state laws regarding membership in the Public Employees' Retirement System (including the Optional Retirement Plan) and other employee benefits, temporary employment is further subdivided into two categories based upon length of anticipated employment. Therefore, the following three categories of University temporary employment are defined:

1. *Temporary I:* Temporary employee assigned to work for a department on a regular basis for a short period of time not to exceed four and one-half (4½) months.
2. *Temporary II:* Temporary employee who works for a department on a regular basis for longer than four and one-half (4½) months, but no longer than 12 months except in the case of a Postdoctoral Research Associate who may be employed on a temporary basis up to 5 years. Temporary II employees assigned to at least one-half time (20 hours per week) and at least four and one-half (4½) consecutive months, require placement into the Public Employees' Retirement System and are classified as benefit-eligible.
3. *Periodic:* Temporary employee who works for a department irregularly and for short periods of time on a recurring basis.

Faculty can be employed under Temporary I and II categories, but not periodic. If faculty employment is anticipated for at least a semester, Temporary II will apply.

The maximum time limit for Temporary I is 4½ months and for Temporary II is 12 months, with the exception of Postdoctoral Research Associates that may be assigned up to three years.

Temporary II employees who have worked 12 months may not be reemployed as a temporary employee by the University until there has been a break in service of at least 30 days.

A Periodic employee may be employed on a sporadic basis for up to three years provided the employee is not employed one-half time (20 hours per week) or more for four and one-half (4½) consecutive months, requiring placement into the Public Employees' Retirement System. Periodic employees should be separated when their period of service is complete, unless they are to work again after a brief break in service (normally no longer than a month).

Procedures for listing temporary positions are as follows:

Temp I Support Staff and Professional positions –	Positions are listed electronically through the University’s online employment system, jobs.olemiss.edu/hr. Departments on campus initiate the personnel requisition and submit the requisition for approval. All positions must be posted a minimum of one (1) calendar day.
Temp II Support Staff Professional Positions	Support staff positions must be posted a minimum of five (5) calendar days or less for non-exempt positions if 30 applications are “referred to the hiring manager”. Five (5) calendar days includes weekends. Professional positions must be posted a minimum of five (5) calendar days Five (5) calendar days includes weekends.
Faculty - Temp II	Positions are listed electronically through the University’s online employment system, jobs.olemiss.edu/hr. Departments initiate the personnel requisition and submit the requisition for approval. All positions must be posted a minimum of five (5) calendar days. Five (5) calendar days includes weekends.

Departments are encouraged to utilize listserves in their professional discipline when possible. All positions should be listed until filled or an adequate applicant pool is reached.