

Temporary/Casual (Non-Budgeted) Hourly Employment

The following titles must be used for temporary jobs involving secretarial, clerical, technical, service or maintenance type work assignments. Temporary/Casual titles are generally reserved for non-student employees. **Only title codes with non-exempt from overtime FLSA status (N) can be used for Temporary/Casual (Non-Budgeted) Hourly Employment**

Waged employees will normally be hired at the stated hourly rate of pay for the appropriate job classification. Although each title has a minimum wage scale associated with it, employers may hire a waged employee at a rate higher than the minimum. Employers should consider experience, level of responsibility and what comparable positions are paying within the University in determining a starting rate of pay. A concise justification should be provided where starting pay is above \$11.50 and forwarded through the appropriate Vice President or Provost for approval. Such approval should be secured prior to the employee beginning work. Employers needing to hire above the minimum should contact the Employee Services Department for guidance.

TITLE/POSITION	JOB CODE	HOURLY RATE
Delivery Specialist I	U2324	\$8.87
Technical Assistant I	U3645	\$7.25
Technical Assistant II	U3646	\$7.65
Task Worker	U7689	\$7.25
Sign Language Interpreter	U5482	\$25.00
University Police Officer I	U4373	\$25.00*
Faculty Advisor	U7653	\$20.00
Faculty Fellow	U7651	\$20.00
Staff Technician	U3046	Negotiable
Professional Tutor	U1031	Negotiable
Temporary Camp Worker	U7766	Negotiable*
Game Administrator	U7647	Negotiable*
Event Worker	U4250	Negotiable*
Content Specialist	U7654	Negotiable

**Hourly rate based on sporadic and event specific work efforts*

For temporary jobs requiring certain skills or certifications, other non-exempt titles may be used at a rate of pay of 10% below the minimum for the position. Hourly rates can be calculated using the published starting minimum for the position and dividing it by 2080.

Contact the Employee Services Department for help in determining an appropriate hourly rate for non-budgeted/non-exempt positions.

Departments may give merit increases to non-budgeted workers for meritorious performance or longevity if the following requirements are fulfilled:

- A. Employee must be employed with the current department for at least one academic year, and,
- B. Employee must have received a performance evaluation and received an overall rating of "Meets Expectations" or above.

The performance evaluation must be submitted with the compensation change in Workday requesting the increase in salary and must be approved by the appropriate Vice President or Provost.

Recommended salary increases should be at least \$.10 per hour up to \$.25 per hour. Should the amount exceed \$.25 per hour, full justification will be stated in the "Comments" section on the Workday request or addressed in a memorandum accompanying the Workday request. Salary increases may not be granted more than once in an academic year. Performance evaluation forms may be obtained from the Employee Services Department's web site at:

<https://www.tarleton.edu/hr/documents/forms/NBHPerfEval.pdf>

Temporary/Casual (Non-Budgeted) Hourly Employment Procedure

Temporary employees working 50% FTE or more can work up to four and one-half months without benefits. After they have been employed four and one-half months at 50% FTE, benefits must be offered. The following procedure will be followed to ensure temporary employees are not retained past four and one-half months without the necessary approvals.

Temporary employee service time is tracked by a month-end report received by the Employee Services Department.

1. After two months of service, Employee Services Department emails the supervisor. Supervisor must determine how much longer the temporary employee will be needed.
2. After three months of service, Employee Services Department sends a memo to the supervisor informing them the employee has been in a temporary status for three months. The memo will address the available three options.

Option One is to reduce the number of hours the employee works below 20 per week.

Option Two is to request a new budgeted position. The department must send a request by memorandum, through the appropriate Vice President or Provost, requesting approval to review a new position. This memo should explain in detail the necessity to establish a budgeted position and how the budgeted position will be funded. If the Vice President approves the request, the department will create and route a new position in Workday.

Option three is to request up to a 90-day extension through the appropriate Vice President or equivalent. At the end of the 90-days, the employee's hours must be reduced below 20 per week.

3. After four months, if action has not been taken prior to this time, the Employee Services Department will again contact the supervisor by memorandum. The supervisor must take action on one of the three options available. If the non-budgeted hourly employee has reached the 4-1/2 months pending the approval of a position, the department must reduce the number of hours worked below 20 per week or request an extension per Option Three.
4. Upon full approval to establish a budgeted position, normal hiring and selection procedures will apply. A non-budgeted employee may not be placed directly in the vacant position; they must apply and be considered as an outside applicant.