



Policy Title:	Temporary Employment
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Policy Management Area(s):	Human Resources

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SUMMARY:

Coastal Carolina University (CCU) may hire temporary staff and teaching associates in accordance with South Carolina Division of State Human Resources regulations. Temporary staff and teaching associates do not occupy FTE (Full-Time Equivalent) positions.

POLICY:

I. DEFINITIONS

- A. Administrative Period: the 30 days following the initial or standard measurement period in which benefits eligibility is determined and the employee is offered coverage.
- B. FTE: a value expressing a percentage of time in hours and a percentage of funds related to a particular position, authorized by the annual state appropriation act and enacted by the South Carolina General Assembly.
- C. Hours of Service: each hour for which the employee is paid or entitled to payment for the performance of duties.

- D. Initial Measurement Period: the 12-month time frame that begins the first of the month after date of hire and ends 12 months later. During this time, work hours will be monitored to determine if an employee has worked an average of 30 hours per week or more.
- E. Primary Hiring Department: the department who was the first to hire the employee.
- F. Secondary Hiring Department: the department(s) who hires an employee after they are hired by the primary department.
- G. Standard Hours: designated work hours per week for an employment position including time spent teaching and conducting lab instruction.
- H. Standard Measurement Period: the 12-month time frame of Oct. 4 of one year through Oct. 3 of the next year used to monitor work hours to determine benefits eligibility for the following plan year.
- I. Stability Period: the 12 months following the date of benefits eligibility during which the employee cannot lose benefits coverage regardless of the hours he/she works.
- J. Teaching Associates: individuals teaching courses or labs in full-time or part-time non-FTE positions. Teaching associates may also perform other instructional related duties.
- K. Temporary Staff: individuals performing executive, professional, technical, protective, paraprofessional, administrative/clerical, skilled trades, maintenance, intermittent, or seasonal service roles in part-time non-FTE positions.
- L. Variable-Hour Course: a course that does not have established hours; rather, it is variable based on student needs, such as applied lessons.
- M. Variable-Hour Employee: an employee for whom, based on the facts and circumstances that exist at the employee's start date, and because the employee's hours are variable or otherwise uncertain, it cannot be determined whether it is reasonable to expect an average of at least 30 or more hours worked per week during the initial measurement period of 12 months.

II. TEMPORARY POSITION GUIDELINES

- A. Temporary staff should be selected for employment through open recruitment. Exceptions to open recruitment, with the approval of the vice president of human resources or designee, may include:
 1. Temporary appointments of less than 3 months if it is reasonably expected work hours per week will average 25 hours or less, or
 2. The temporary staff appointment is less than 3 months and/or the assignment is to support a specific event, and the temporary staff position will not be renewed.

3. Other circumstances based on University need.
- B. Teaching associates may be selected for employment through direct hire or through open recruitment.
 - C. Temporary appointments may not exceed one year in length.
 - D. Temporary staff appointments should average 25 hours per week or less. Exceptions must be approved by the vice president for human resources or designee.
 - E. Temporary staff reappointments require a minimum of a 15-calendar-day break in service. Breaks in service for temporary staff should occur when the University is open, unless the employee will be actively engaged in work while the campus is closed (e.g., a security officer).
 - F. Temporary staff and teaching associates are deemed at-will employees and will not be considered for either probationary or covered status. Temporary staff and teaching associates are exempt from the grievance procedure and the University's progressive discipline process.
 - G. Temporary staff and teaching associates do not have rights or privileges under the University's reduction-in-force policy.
 - H. Employment as temporary staff or as a teaching associate does not guarantee future employment.
 - I. Temporary staff and teaching associates are expected to comply with University policies and procedures except where excluded, as specified.
 - J. Teaching associates may have certain rights under the Faculty Manual if stated explicitly.
 - K. Temporary staff and teaching associate hires must be made in accordance with the University's Nepotism and Preferential Treatment (FAST-209) policy.
 - L. Temporary staff and teaching associates should be at least 18 years of age. Refer to the University's Employment of Minors policy (FAST-228) for guidance on requesting exceptions in certain circumstances.
 - M. Hiring officials should contact the CCU's Office of Human Resources (CCU-HR) before hiring an enrolled student into a temporary staff or teaching associate position. Refer to the University's Student Employment policy (FAST-218).

III. WORK HOUR DETERMINATIONS

- A. Temporary Staff: the hiring department is required to make a determination of standard work hours of service per week based upon business need and availability of funding. Designations of all work hours of service per week are subject to administrative approval.
 - 1. Cumulative standard work hours of service per week are reasonably expected to average 25 hours or less over the initial measurement period of 12 months, or hours are variable or otherwise uncertain.
- B. Teaching Associates: Academic colleges/departments have the discretion to determine teaching loads/assignments based upon business need and availability of funding. The hiring department is required to make a determination of standard work hours of service per week based upon business need and availability of funding. All standard work hours of service per week designations are subject to administrative approval. Federally mandated benefits will be offered at time of hire if it is determined that the individual meets benefits eligibility.

IV. BENEFITS ELIGIBILITY

- A. Temporary staff and teaching associates are not eligible for paid leave nor for other benefits, unless federally or state mandated.
- B. Temporary staff will be offered health benefits as defined by the SC Public Employee Benefit Authority (PEBA) if the positions are designated as temporary/full time and other eligibility requirements are met. Temporary/variable positions will be subject to a measurement period.
- C. Teaching associates will be offered health benefits as defined by PEBA if they are expected to have cumulative work hours of service per week, totaling 30 hours or more over the initial measurement period. Generally, this equates to teaching at least 10 credit hours/contact hours per semester.
- D. In the event a previously benefits-eligible individual leaves employment and is rehired within 26 weeks of separation, it may be necessary to offer benefits coverage. The CCU Office of Human Resources will determine if benefits need to be extended.
- E. Refer to Section X. of this policy regarding individuals engaged through an Employer of Record.

V. CALCULATING STANDARD HOURS FOR TEACHING ASSOCIATES

- A. Course/Lab Instruction
 - 1. Teaching (including preparation time, classroom time, grading) = 2.25 hours per one credit/contact hour)

2. Office Hours/Student Engagement = .67 hours per one credit/contact hour
3. Meetings/Other = 1.00 hour per week total (regardless of assigned teaching load)

B. Variable-Hour Courses

1. Standard hours for variable-hour courses will be calculated by the department chair and agreed upon between the department chair and the applicable teaching associate(s) prior to the start of the academic term.
 - a. In calculating standard hours, time for course instruction, lab instruction, preparation, required office hours, and required faculty meetings must be considered and included.
 - b. All variable-hour course calculations require the approval of the respective dean and the provost.

C. Team Teaching: Standard hours for variable-hour courses will be calculated using the processes described in Sections V.A. and V.B., and then applying a percentage of instruction time allocated to the teaching associate.

D. Calculation Issues: If the hours of service calculations explained in Sections V.A. and V.B. underrepresent an employee's hours of service or are not appropriate for his/her instruction, it is the employee's responsibility to contact CCU-HR.

VI. MULTIPLE ASSIGNMENTS

Departments seeking to hire temporary staff or teaching associate(s) who already occupy a position at the University must coordinate and obtain approval from the department that hired the temporary staff or teaching associate first in their active job record or the employee's primary department (see I.E.). See [FAST-HREO 216 Minimum Wage and Overtime Compensation](#).

VII. DISCIPLINARY ACTION

Employees and their supervisors are responsible for complying with this policy by closely monitoring and accurately reporting paid service hours worked. Failure to abide by this policy may result in disciplinary action, up to and including termination, for the employee and/or the employee's supervisor.

VIII. MINIMUM WAGE AND OVERTIME AND FRINGE RATES

- A. Temporary staff and teaching associates should be paid in accordance with the University's Minimum Wage and Overtime policy (FAST-216) and federal/state laws.
- B. Department accounts will be assessed the appropriate fringe rate for temporary staff and teaching associates based on their benefits eligibility. Eligibility will be based on their

positions and standard cumulative hours of service, or average hours of service worked during designated measurement periods.

IX. SUPERVISOR ASSIGNMENT OF WORK

Work and teaching assignments should be based solely on the needs of the University. Consideration of employee benefit need should not be a factor in determining assignments for teaching load. Supervisors will be subject to disciplinary action, up to and including termination, if it is determined that work assignments were made inappropriately.

X. OUT OF STATE WORK

Generally, it is expected that temporary staff and teaching associates will perform work on-campus. In the event the University determines that it is necessary to engage an individual to perform distance learning, research or other unique work activities from outside of the State of South Carolina, such engagement may be mandated through a third-party Employer of Record (EOR). The University reserves the right to require, decline or terminate such out of state work engagements through the University's designated EOR, at any time and for any reason, with or without cause. Employment of out of state temporary staff and teaching associates will consider the totality of circumstances presented, including compliance requirements. Consideration for out state work engagement requires advance administrative approvals, including but not limited to the administrative channel of the engaging department/unit, the Office of Human Resources, Financial Services, Risk Management, University Compliance and the Office of University Counsel.

Individuals engaged to perform services for the University through an EOR will be subject to benefit offerings, compensation and pay distribution schedules established directly by the EOR. Individuals engaged through an EOR are considered university affiliates at Coastal Carolina University, not employees of the University. Refer to UNIV – 446 University Affiliates policy for additional guidance.

XI. RELATED POLICIES

FAST-209 Nepotism and Preferential Treatment
FAST-216 Minimum Wage and Overtime Compensation
FAST-218 Student Employment
FAST-228 Employment of Minors
UNIV- 446 University Affiliates