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SUMMARY:

Coastal Carolina University 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 thirty (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 thirty (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 October 4 of one year through October 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. Associated may 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 and are subject to University policies, including, but not limited to completion of the I-9 Form, Section One on or before the first day of work for pay and should only be completed by
the employee; exceptions to open recruitment, with the approval of the vice president of
Human Resources or designee, may include:
1. temporary appointments of less than three 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. Failure of the employee to complete the I-9 Form, Section One on or before the first
day of work for pay may result in a $1,000 sanction to the hiring department for
potential subsequent fines by federal and state compliance agencies.

C. Teaching associates may be selected for employment through direct hire or through
open recruitment.

D. Temporary appointments may not exceed one year in length.

E. Temporary staff appointments should average 25 hours per week or less. Exceptions
must be approved by the President or designee.

F. 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).

G. 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.

H. Temporary staff and teaching associates do not have rights or privileges under the
University’s reduction-in-force policy.

I. Employment as temporary staff or as a teaching associate does not guarantee future
employment.

J. Temporary staff and teaching associates are expected to comply with University
policies and procedures except where excluded, as specified.

K. Teaching associates may have certain rights under the Faculty Manual if stated
explicitly.

L. Temporary staff and teaching associate hires must be made in accordance with the
University’s nepotism policy.

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 normally associated with employees 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. Human Resources and Equal Opportunity will determine if benefits need to be extended.

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 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 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 Human Resources and Equal
   Opportunity.

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. FRINGE RATES

   Departments 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.