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| **5.25** | **Temporary Employees *(Approved 1-7-1991; Revised 6-23-2003, 11-4-2013)***  The President of the College may supplement the approved staffing plan with temporary employees when needed. |

**Procedures: *(Revised 11-4-2013)***

#### 5.25.1 Definition of Temporary Employee

A temporary employee is hired either part-time or full-time for a specified period of time not to exceed twelve months. Temporary employees are subject to FLSA and PSRS/PEERS guidelines.

**Project-based employees** are hired to assist department staffing on an as needed basis. Actual hours worked are dependent on the immediate needs of the department as established by the supervisor and administrator (includes art models).

**Community Education Employees** are hired to teach non-credit courses or complete special projects. Actual hours worked are dependent on the immediate needs of the project or the enrollment of the course as established by the supervisor and administrator.

**Customized Training Employees** are hired to teach non-credit/credit courses or complete special projects. Actual hours worked are dependent on the immediate needs of the project or the enrollment of the course as established by the supervisor and administrator.

#### 5.25.2 Benefits

Temporary employees are not eligible for College paid benefits such as paid leave, vacations, holidays, educational assistance, and College-paid dental, vision, or life insurance. Temporary employees are not eligible for Collegepaid medical insurance unless otherwise required by law.

Temporary employees who are required to work over the weekly limit set by the Public Education Employee Retirement System or the Public School Retirement System on a consistent basis will be required to contribute to the retirement system in accordance with applicable state law.

Temporary employees qualify for workers’ compensation and unemployment benefits as governed by state and federal regulations.

#### 5.25.3 Employee Status Change

A temporary employee who accepts a regular position will be eligible for the benefits associated with the regular position according to Board Policy.