Frequently Asked Questions for Temporary and Casual Appointments

1. Can temporary or casual appointments be paid as a lump sum?
   Lump sums cannot be paid if one of the employee's appointments (either primary appointment or temporary or casual appointment) is classified non-exempt. Lump sums may be paid when both an employee's primary appointment is exempt (from overtime pay) and the temporary or casual appointment is 0007 Exempt.

2. Can a person hold more than one temporary or casual appointment within a calendar year?
   Yes, if the positions are separate and distinct in nature, as defined within the Provisions and Terms section of this policy under Multiple Temporary or Casual Appointments.

3. Can a person be appointed a month at a time repetitively?
   Yes, as long as the individual does not exceed 67 workdays in a calendar year or does not work more than 14 hours per week.

4. If I hire an exempt employee to do non-exempt work, will it affect their exempt status?
   Yes. If an employee is currently working in an exempt position and the duties being performed in an additional position are nonexempt in nature, the additional appointment must be an hourly (formerly "flexible hourly") appointment and any hours worked in excess of 40 hours per week will be compensated at the rate of one and one-half times the rate of the higher salary.

5. What classification (job code) would be used if an individual holds an exempt primary University position and also holds an exempt temporary or casual appointment (0007), but then is subsequently hired into a non-exempt temporary or casual position?
   An individual holding an exempt primary University appointment and an exempt temporary or casual position would have their temporary or casual appointment classified under 0007. In the event that the same individual is appointed into a subsequent non-exempt temporary or casual position, the appointment classification (job code) would be 0001 and the regulations for hourly pay and overtime would be followed.

6. Is MSRS deducted on employees holding temporary or casual appointments?
   No, temporary or casual employees do not have MSRS deductions.

7. How do I appoint an individual to 0001 and 0007 classifications (job codes)?
   Units enter appointment information directly into the HRMS (PeopleSoft) database. Units are responsible for a) correctly classifying work (0001 = non-exempt, 0007 = exempt), and b) maintaining appropriate documentation to support the appointment and classification of these employees.

8. When I appoint an officially retired University of Minnesota former employee to a temporary or casual position, is anything done differently?
   Units enter appointment information directly into the HRMS (PeopleSoft) database as specified in the previous Q&A. The only difference is that the appointment type must be R - Retired so that the appointee's retirement benefits will not be adversely affected.

9. What is considered a “full day”? If a temporary casual employee works 5 hours in one day, is that considered a full day?
   For purposes of the Temporary or Casual Appointment, a day is one work day—no matter how many hours an individual works in that day. So, in each of the following work week examples, the employee worked 5 days.

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example One: # of hours worked</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Example Two: # of hours worked</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Example Three: # of hours worked</td>
<td>8</td>
<td>2</td>
<td>4</td>
<td>5</td>
<td>8</td>
</tr>
</tbody>
</table>
Student

10. **Can I hire a student in a temporary or casual appointment(s)?**
    Yes, you can hire a student in a temporary or casual appointment (job code 0001) ONLY if the student does not meet registration eligibility to hold a student employment position. Both the student within classification (job code) 0001 and the department will be charged social security tax. A student meeting registration eligibility can be hired into classifications (job codes) 2xxx, 9512-13, 9522-23 through the use of a Quick Hire Form.

11. **Can I hire a high school student as a temporary or casual employee?**
    Yes, as long as they meet the criteria specified for hiring students from other institutions and comply with the restrictions under the child labor laws. (Refer to 0001 and 0007 classification descriptions in the Job Classification Search.)

Academic

12. **Can I hire academic employees to do non-academic work as temporary or casual employees?**
    Yes. Academic employees can be hired as temporary or casual employees doing non-academic work. Units must enter the appointment information directly into the HRMS database. If the duties being performed on the additional position are nonexempt in nature, the additional appointment must be an hourly appointment and any hours worked in excess of 40 hours per week will be compensated at the rate of one and one-half times the rate of the higher salary.

13. **Can persons be appointed as temporary or casual employees to perform academic work?**
    No. Persons hired into classifications (job codes) 0001 and 0007 must perform non-academic work.