

Temporary Positions

What is a staff or faculty temporary position and what is the difference in benefits?

- Temporary employees are not allowed to work more than 999 hours in a calendar year.
- Temporary employees are generally not to be appointed for longer than one year.
- Non-Exempt (paid hourly) temporary employees are not eligible for compensatory time, if they work over the Fair Labor Standards Act (FLSA) threshold of 40 hours in a week they are to be paid overtime. (All hours count towards the 999 hours limit.)
- Temporary positions do not have any anticipated or expected appointment renewal and may be terminated at any time.
- Time on a temporary position does not count towards length of service for State or KU.
- Temporary positions are only eligible for certain voluntary benefits (listed below).

Employees holding only temporary positions are not benefits eligible. Specifically, employees in temporary position generally...

- are not eligible to participate in mandatory benefit plans: group life insurance, retirement and long term disability;
- are not eligible to participate in these voluntary benefit plans: group health insurance, optional group life insurance, 403(b) voluntary retirement plan and flexible spending accounts;
- do not accrue sick or vacation leave;
- are not eligible to participate in the Shared Leave Program;
- are eligible to participate in the following voluntary benefit plans: 457 Deferred Compensation, section 529 Education Savings Plan (LearningQuest); Organizational Dues; United States Savings Bonds; United Way.

What if a person holds a regular and temporary position?

- These are to be very rare cases and are to be approved in advance by HR/EO and Payroll. (email request should be sent to hrdept@ku.edu)
- If the current regular employee is in the KPERS retirement program, per KPERS rules retirement contributions must be made on all positions, salary paid on the temporary position will be charged both employee and employer contributions.
- If the current regular employee is in the KBOR mandatory retirement plan, arrangements will need to be made with the Payroll Office to pay the temporary position on the off cycle as per regents retirement rules, contributions are not to be made on temporary positions. This may have an impact on under withholding of taxes and the employee may want to adjust their W-4.
- Leave earned on the regular position is not allowed to be used on the temporary position.
- It is also possible the Fair Labor Standards Act designation (exempt/non-exempt) on the regular position may have to be changed to match the temporary position.

Related Information – Guide to Appointments with Special Conditions

http://www.hreo.ku.edu/files/documents/Guidelines_Appts_w_Special_Conditions_of_Employment.pdf