



Temporary/Casual Positions Frequently Asked Questions

Temporary/Casual positions (formerly known as “wage positions”) are defined under System Regulation 33.99.01 [Employment Practices](#): a temporary position funded from a lump-sum budget category. Such a position will fit within one of two categories: (1) a student position, which requires student status as a condition of employment; or (2) a temporary position created to accommodate short-term labor needs, such as work of an intermittent nature or having a brief, fixed duration. This document pertains to the second category of wage employment described above, and therefore **does not apply** to employment in titles that require student status, such as student worker or graduate assistant titles. Temporary/casual positions are eligible for overtime.

For questions regarding temporary/casual staff positions, contact Classification and Compensation at 979-845-4170 or by email at hrcomp@tamu.edu. For questions regarding TRS and benefits, contact Benefits at 979-862-1718 or benefits@tamu.edu. For questions regarding hiring practices for temporary/casual positions, contact Recruitment at 979-845-5154 or employment@tamu.edu.

1. Can a temporary/casual staff employee work 40 hours per week for 4.5 months?

Yes, a temporary/casual staff employee can work 40 hours per week for 4.5 months. In Workday, if the employee is working 40 hours per week, the department will need to use an appropriate Annual Work Period to cover the months worked. The department should not use an Annual Work Period of 12 months. A temporary/casual staff employee cannot work 12 months full time, as this does not qualify as a “temporary/casual” position.

2. What work period should a department use for a temporary/casual staff employee?

The department will need to use an appropriate Annual Work Period that covers the employees time period worked. Ex: Charlie is working for Transportation Services for 30 hours per week from June 1st to July 31st. The department should use an Annual Work Period of 2 months (June 1 to July 31) on his Hire action.

Remember, the department should not use an Annual Work Period of 12 months. If the employee is 50% or more FTE and is set up with an Annual Work Period of more than 4.5 months, they will get flagged in TRS reports sent to the Benefits Office. When this occurs, Benefits will then contact the department to change the Annual Work Period.

3. How long can a temporary/casual staff employee work?

If the employee works 20 hours or more per week, they can only work 4.5 months.

4. What happens if the temporary/casual employee who is working 20 hours or more per week works over 4.5 months?

The employee then becomes eligible for benefits and is Teacher Retirement System of Texas (TRS) eligible. Once the 4.5-month marker is reached, TRS will be deducted starting at the 4.5-month mark. Per System Policy, temporary/casual staff positions that are working 20 hours or more per week will not exceed the duration of 4.5-months, usually within the same fiscal year. All part-time staff personnel employed to work 20 hours or more per week for 4.5-months or more in a fiscal year should be placed in budgeted positions if the department will continue employment. Student workers are excluded. If the department wishes to continue employment, they should create a budgeted position and follow

Recruitment business processes. A department cannot Internally Promote or Transfer (IPT) a temporary staff position into a budgeted position.

5. When does TRS eligibility come into play?

Per the Tax Compliance & Reporting Office, for temporary/casual staff position hours to be calculated towards TRS, it will vary depending on the workable hours for the month and if the employee worked 50% or less workable hours in that month.

- **Example:** February 2019 has 20 workable days. 8 hours per day x 20 days = 160 workable hours for February. 50% of 160 hours is 80 hours, so a temporary/casual employee could work less than 80 hours for the month of February without the month counting towards the 4.5-month TRS eligibility criteria. If the temporary/casual staff employee works 80 hours or more, TRS would consider this a full month worked and the month would count towards their 4.5-month TRS eligibility criteria.

6. What if a temporary/casual staff employee worked 20 hours or more for 4.5 months, but immediately after the 4.5-month period they started working under 20 hours per week. Would they be TRS eligible?

Yes, once the temporary/casual staff employee works 50% or more for 4.5-months, any time worked after the 4.5-month period automatically gets calculated towards TRS, even if this (for example) is 5 hours per week or 1 hour per week.

7. What if an employee works multiple temporary/casual positions at Texas A&M University, will TRS separate each employee's additional job?

No, TRS will not separate each temporary/casual staff position. TRS will combine the hours the temporary/casual staff employee works in all temporary/casual roles and use that towards their 4.5-month TRS eligibility criteria.

- **Example 1:** John works as a Program Aide for Mays Business School for 4 months working 20 hours per week when he takes on a new role with Recreational Sports as a Program Aide working 10 hours per week. Once John is in his two roles and he works over the 4.5-month period, John will become TRS eligible. This will occur as TRS will combine all temporary casual hours worked, even though John hasn't worked 4.5 months in his new Recreational Sports Program Aide role. TRS will count the 4 months worked for Mays Business School and the 0.5 months working for both Mays Business School and Recreational Sports.
- **Example 2:** Sally works as a Program Aide for 10 hours per week in Physics and she has just taken on a new role with Veterinary Medicine as a Program Aide working 15 hours per week. Sally has been working under 20 hours per week in her Physics role, so the time spent in this role has not be counted towards the 4.5-month TRS eligibility criteria. In both roles, Sally now works 30 hours per week. Since both roles are temporary/casual, TRS will combine all the hours Sally works. TRS will start counting her TRS eligibility once she is in both roles, moving forward.

8. If an employee is retired ORP, will they be eligible and contribute to TRS if they work 20 hours or more per week for 4.5 months?

No, the temporary/casual staff employee will not be TRS eligible.

9. If an employee is retired TRS, will they be eligible and contribute to TRS if they work 20 hours or more per week for 4.5 months?

Please reference the [TRS Handbook](#) for guidance. If you plan to work in Texas public education after service or disability retirement, you should carefully review all requirements that apply to such work. If you comply with all the requirements and your retirement is effective, but you work more than the law allows while receiving your monthly benefit, you lose monthly service or disability annuity payments for months in which your work exceeds the allowable amount.

If you retired before Jan. 1, 2011, you are permitted to return to work in any capacity without loss of annuities after the required one full, calendar-month break in service. If you retired after Jan. 1, 2011 and have fulfilled the required one full, calendar-month break in service, you may work in Texas public education without forfeiting your annuity payment under certain conditions.

10. When creating a temporary/casual staff position, what is needed?

The department can use the [Workday Position Description Template](#), but the following information needs to be submitted at minimum:

- Required Education
- Required Experience
- Job Duties
- Proposed Hourly Rate
- Expected Hours to be Worked Per Week

11. Can student workers be placed into temporary/casual staff positions?

If certain criteria are met, workers in a student status (graduate or undergraduate) may be placed in a temporary/casual position without posting. Each component must be met:

- The student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, AND
- The employing department has a business need to continue the former student's employment in the same capacity without a break in service, AND
- The employment is in a temporary/casual position not to exceed duration of 4.5 months, usually within the same fiscal year.

For more information on students being moved into a temporary/casual position, reference the [Temporary/Casual Position Guidelines](#) page.

12. Does a student worker moving to a temporary/casual staff position need a background check?

If the student employee can no longer be employed in a student title due to graduation or other circumstances that prevent a student title from continuing to be used, is moving to a temporary/casual staff position, and meets the criteria for this movement to occur, they do not need a background check.

13. How does a department move a student worker into a temporary/casual staff position?

A [Change Job](#) action must be processed in the [Workday](#) online system to move the student worker into a temporary/casual staff position. Use Data Change – Position Title Change for the reason for this request. The Job Profile will need to be updated to Program Aide, and the

Worker Sub-Type will need to change to Temporary/Casual. Workday will require that the department indicate an end date on which the temporary employment will close. Once the employee has reached their end date, a termination action will need to be processed in Workday.

14. Are student worker hours and temporary/casual staff hours combined for the 4.5-month TRS eligibility criteria?

No, student worker hours are coded differently in the TRS system. Hours will not be combined for the 4.5-month TRS eligibility criteria.

- **Example:** Kari is a Student Assistant for Marketing and Communications working 20 hours per week. She then takes on a Program Aide role with Human Resources working 20 hours per week. TRS will not look at Kari's hours worked in the Student Assistant role, nor will they combine her Student Assistant hours with her Program Aide role. Any hours Kari works in her Program Aide role will be counted towards the 4.5-month TRS eligibility criteria.

15. How does a department determine title and pay for temporary/casual staff positions?

The title used for the temporary/casual staff position depends on the type of position needed. There are a few factors to consider:

- When the position has the same duties of an existing title in the [System-Wide Pay Plan](#), the department should use that existing title, qualifications, duties, and a salary range within the lower band (or commensurate) to advertise the vacancy. Use of a specific appropriate title will assure that consistent minimum education and experience requirements are used to screen applicants and the appropriate pay rate is used.
- The title Program Aide (title code U7493) may be used if the minimum education and experience requirements and the duties do not fit with an existing title. When job descriptions do not exist for such vacancies, the review process after submittal will include a review by Compensation & Classification. It is advisable to speak with Compensation & Classification before submittal for posting if you have any questions or concerns about the posting duties, qualifications, salaries, etc.
 - The Program Aide and Task Worker titles are assigned pay grade 1 in the System-wide Pay Plan. Because the qualifications and job duties will vary from position to position, this is the only wage title that is not limited to the maximum of pay grade 1. During the creation of a temporary/casual staff position, you can establish a starting pay range for the position. Classification and Compensation will review this pay range to make sure it is reasonable.
- If the title used for the temporary/casual position is typically exempt (salaried) when full-time, but will not meet the minimum salary requirements for exemption from overtime, a title that is nonexempt (hourly) and accommodates an hourly rate must be used.
 - When the position is created or updated, the Default Compensation should be set up as hourly. The Grade Profile needs to be updated to "System Level Structure (Hourly)".

16. What should be done to complete the hire for a temporary/casual staff position?

- The department must be able to demonstrate that a non-discriminatory process was followed in the hiring of temporary/casual positions.

- Every offer of employment for a temporary/casual position should be conditioned on verification by the hiring supervisor or appropriate person of any relevant job-related credentials.
- The department must change statuses in Workday for those applicants that are interviewed as well as those offered the position.
- A [Criminal Background Check](#) is required for all new hires. If hiring through a job requisition, the background check will be handled via the normal recruiting process. No form is required.
- When using the recruiting process to hire an employee into a temporary/casual staff position, the recruiting process itself will either generate the Change Job (if employee is being internally hired into a new position) or the Add Job (if employee is being put into a Dual Employment scenario) process. There is no need for the department to initiate these processes.

17. Can I hire a temporary/casual employee without having to go through the formal hiring process?

Yes, as long as the employee meets the criteria under the 33.99.01.M0.01 [Recruiting and Selection of Non-Faculty Positions](#). Under section 1.3, it says:

1.3 Positions may also be filled by current budgeted employees without posting by approved internal promotion or transfer as defined in University Rule 31.01.01.M7, Employee Compensation Administration and University SAP 31.01.01.M7.03, Internal Promotions & Transfers of Non-Faculty Employees.

1.3.1 Positions which will be filled by returning employees who had filled the exact same position, have been on the assigned break from service as specified for their specific position (i.e. nine (9) month employees such as Transit Drivers) may be filled without posting.

1.3.2 Temp/casual positions may be filled without posting if the position will be filled by a current employee in the same department.

If a current budgeted employee in your department takes on a temporary/casual position in the same department, they do not have to go through the formal hiring process. For example, Sarah is in a budgeted Administrative Coordinator I role in Payroll Services and is taking on a temporary/casual Program Aide role with Payroll Services.

The department will need create or use a vacant temporary/casual position, process an [Add Additional Job](#) action in Workday, and attach the completed [Dual Employment Comment Template](#) to the Add Additional Job comments box. Even though the employee is bypassing the formal hiring process, they will need to have a cleared and current [Criminal Background Check](#). Once the Add Additional Job has routed to Class & Comp, we will review the employee for minimum qualifications and make a determination regarding overtime & the combining of hours worked in all roles held.

Resources

- System Regulation 33.99.05 [Part Time Employment](#)
- System Regulation 33.99.01 [Employment Practices](#)
- University SAP 33.99.01.M0.01 [Recruiting and Selection of Non-Faculty Positions](#)