

TIPS FOR TEMPS

Important Information To Be Aware Of When Employing Nonpermanent Workers

Washington State University relies on nonpermanent employees to assist us in providing services and accomplishing the goals of the University. The following are crucial points to keep in mind when working with nonpermanent employees by management, ranging from frontline leads and supervisors to PI's, Managers and Directors. The following is not an all-inclusive list regarding nonpermanent topics, but please be aware of:

Total Hours Worked

When tracking nonpermanent hours in regards to benefits, be aware of the following limits:

- 480 hours over a consecutive 6 month period: If an employee works an average of 80 hours per month, over a consecutive 6 month period, working at least 8 hours in each of those 6 months, they will become benefit eligible the first of the following month.
- 70 hours in 5 out of 12 months: If an employee works 70 or more hours in any 5 out of 12 months, they will become eligible for retirement participation.

Employee Benefits

Employment decisions cannot be based on whether a nonpermanent employee has become benefit eligible or eligible for retirement participation. In the event an employee meets the above benefit/retirement eligibility criteria, they cannot be released from work because they are now benefit/retirement eligible. Normal applicable reasons for releasing a nonpermanent employee from employment include: reaching the 1050 hour limit, lack of funding, lack of work, and work performance. Hourly workers are at-will employees, meaning there is no promise of ongoing employment.

If an employee receives a benefit eligibility notice in Workday, and they have questions, including what they should do if they do not want the coverage, please direct them to contact the HRS Benefits unit. Please do not attempt to answer any benefit questions or advise the employee in any way regarding benefits.

Monitoring Hours

Employees are not responsible for monitoring their hours. Management is the responsible party for assigning duties, work hours, and tracking the hours of their employees. It is crucial to not only keep track of the hours your employees work for you, but to be aware of the hours they may be working in another WSU department. Coordination/collaboration between WSU offices is important, since all hours worked at WSU count towards the hours identified in "Total Hours Worked".

Proactive and Appropriate

Be proactive and have appropriate conversations. Pre-planning a nonpermanent employee's work and hours can be valuable to departments to ensure that the employee works the applicable hours, as well as ensuring the use of the department's resources are being managed appropriately. To ensure appropriate conversations are occurring with employees, it may be helpful to identify a key individual within the department as the designated contact person for these issues. This ensures that a consistent message is being given, and prevents incorrect information from being shared.

Seasonal Nonpermanent Employees

Nonpermanent employees who work for WSU on a recurring seasonal basis may become benefit eligible as seasonal employees. Seasonal work is work that occurs at a similar time each year, for a period as short as 3 months, in which the employee may average working half-time or more and will be performing similar work each year.

Additional information regarding temporary and seasonal benefits can be found at hrs.wsu.edu/temporary-seasonal-employee-benefits/. Any questions regarding information contained in this document should be directed to HRS Benefits at 509-335-4521.