



## **Hiring Temporary, Intermittent, and Student Employees**

In addition to the regular staff of the University, Southeastern hires temporary, intermittent, seasonal and student employees.

### **Temporary Employees**

Temporary employees are “at will” employees hired for special temporary assignments or to replace an employee on extended leave. Temporary classified employees may be hired on Job Appointment for up to four (4) years or on a Classified WAE Appointment for up to twelve months for no more than 1245 work hours.

Employees hired on these types of appointments must meet the minimum requirements for the position title to which they are appointed. Temporary unclassified staff and faculty are also hired for short-term or temporary assignments.

### **Intermittent Employees**

Intermittent employees are unclassified hourly employees hired to work in specific areas of the university for short periods of time throughout the year as needed. To establish intermittent positions, the University submits a request for the number of positions needed, written justification why the positions are needed, when they will be used, and the proposed pay rate to the Department of Civil Service for their review and approval. These positions require prior approval of the Department of Civil Service. These employees are only paid for the hours worked, including overtime if applicable. They do not earn leave and are not eligible for benefits. FICA and Medicare are withheld from gross earnings. They are paid biweekly.

### **Student Workers**

Student Workers are bona fide students hired through the Financial Aid Office as part of the federal or state college work-study program. Students hired as student workers must meet established minimum enrollment standards required to be classified as a student worker. They generally must be a full-time student, unless they are in their last

