



## HR Related Policies & Procedures

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# Temporary Employees

## COVERED EMPLOYEES

- Full-Time temporary employees.
- Part-Time temporary employees.

<http://www.ferris.edu/htmls/administration/trustees/boardpolicy/6sub6-0.htm>

## BOT POLICY

**Section 6-001 (3). Temporary Employee.** An individual who is employed on a part-time or full-time basis whose assignment is for a specific, temporary, period of time.

## HR PROCEDURES/DESCRIPTION/DEFINITIONS

### I. Description

- A. This policy is applicable to all temporary employees (non-“Student Employees”, non-bargaining unit employees) of Ferris State University.
- B. Temporary employees are “at-will” employees whose employment can be ended by the University or the employee at any time, with or without notice, reason or cause.
- C. Departments hiring (or extending) a full-time temporary position(s) must comply with the hiring process and procedures outlined in the [Hiring Policy](#) and the [FSU Hiring Process Manual](#).
- D. Policies and procedures for part-time temporary employees are detailed in the [Part-Time Employment Policy](#).

### II. Benefits

- A. A current summary of the [full-time temporary benefit package](#) is available by clicking on the link above.

Refer Questions To: Human Resources