



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:** Vice President for Human Resources  
**Responsible Office:** University Human Resources  
**Origination Date:** Not Available  
**Last Amended Date:** December 1, 2005

## TEMPORARY EMPLOYMENT

### Policy Statement

The university employs individuals in temporary positions to deal with operational and staffing contingencies. A temporary position is one that does **not** receive university benefits due to its transitory nature and for which cumulative employment in one or more temporary positions at the university **may not exceed 700 hours in a fiscal year.**

### Reason for Policy/Purpose

The reason for the policy is to provide operational guidance to department managers who may need to hire temporary employees. This policy provides guidance as to the maximum number of hours (700) that a temporary employee may be employed in a fiscal year and still maintain a temporary employee status.

A regular part-time position can minimally be established for a fiscal year and may, minimally, be scheduled to work 14 hours each week (14 hours x 52 weeks = 728 hours in a fiscal year). The 700 hour limit in a fiscal year for a temporary position ensures that a temporary employee, who is not eligible to receive benefits, does not work the same, or greater, number of hours than an employee in a regular part-time position, who is eligible for benefits.

### Who Needs to Know This Policy

Faculty and staff

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### Policy/Procedures

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Cumulative employment in one or more temporary positions at the university may not exceed 700 hours in a fiscal year. If it becomes necessary to retain an employee in a temporary position for more than 700 hours in a fiscal year, the employing department must submit a request for exception well in advance of the temporary employee reaching 700 hours. For non-student temporary employees, the request must be submitted to Human Resource Services/Staffing and Compensation Services. For student temporary employees, the request must be submitted to Student Employment.

Temporary employees are not eligible for staff benefits (including annual and sick leave, and holiday pay). Regardless of the number of hours worked, the employee will not become eligible for other benefits. If a temporary employee applies, and is selected for, a regular position, the time spent as a temporary employee will not count towards other benefit eligibility.

However, the Employment Retirement Income Security Act (ERISA) requires that an employee, regardless of their benefits eligibility status, be able to participate in the university's Base Retirement Plan if they are at least 21 years old, are not a student, and have completed two years of service working 1000 hours or more each year.

Students on a J-1 or F-1 visa should check with the [International Services Office](#) to determine the number of hours that may be worked as a temporary employee.

Temporary employees are “at-will” employees, and accordingly, they or the university may terminate the employment relationship at any time, with or without cause.

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### Forms

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[Employee Hire Form](#)

[Hire and Classification Justification Form](#)

[Change in Status Form Directions](#)

[Request to Extend a Temporary/Wage Account Position](#)

## TEMPORARY EMPLOYMENT

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### Website Address for This Policy

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[GW University Policies](#)

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### Contacts

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| <b><u>Subject</u></b>             | <b><u>Contact</u></b>  | <b><u>Telephone</u></b> | <b><u>Email Address</u></b>  |
|-----------------------------------|--|-------------------------|--|
| Non-Student<br>Employee<br>Status | Human Resources/<br>Talent<br>Acquisition<br>and Recruitment | (202) 994-9629          | <a href="mailto:gwujobs@gwu.edu">gwujobs@gwu.edu</a>               |
| Student<br>Employee<br>Status     | Student Employment   | (202) 994-6495          | <a href="mailto:gwcareercenter@gwu.edu">gwcareercenter@gwu.edu</a> |

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### Definitions

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|---|--|
| <b>ERISA</b>                              | Employee Retirement Income Security Act  |
| <b>Non-Student<br/>Regular Part-Time</b>  | An employee who is hired in a benefited position and works a minimum of 14 hours a week for 52 weeks or 728 hours in a fiscal year.  |
| <b>Non-Student<br/>Temporary Employee</b> | An employee who is hired in a non-benefited position who may not work more than 700 hours in a fiscal year, and who is not a student at the university.                          |
| <b>Student Temporary<br/>Employee</b>     | An employee who is hired in a non-benefited position that may not work more than 700 hours in a fiscal year and who is enrolled in the university primarily to receive a degree. |

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### Related Information

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[F-1 Information](#)

[J-1 Information](#)

TEMPORARY EMPLOYMENT

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**Who Approved This Policy**

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Louis H. Katz, Executive Vice President and Treasurer  
Beth Nolan, Senior Vice President and General Counsel

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**History/Revision Dates**

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**Origination Date:** Not Available  
**Last Amended Date:** December 1, 2005  
**Next Review Date:** May 31, 2015