



**THE GEORGE
WASHINGTON
UNIVERSITY**
WASHINGTON, DC

Responsible University Official:
Vice President for Human Resources
Responsible Office: University
Human Resources
Last Revised 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

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 is Governed by this Policy

Faculty and staff

Table of Contents

Policy Statement	1
Reason for Policy	1

Who is Governed by this Policy	1
Table of Contents	1
Policy	2
Definitions	3
Forms	3
Related Information	3
Contacts	3
Document History	4
Who Approved This Policy	4

Policy

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.

Definitions

ERISA: Employee Retirement Income Security Act

Non-Student Regular Part-Time: 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.

Non-Student Temporary Employee: 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.

Student Temporary Employee: 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.

Forms

[Employee Hire Form](#)

[Hire and Classification Justification Form](#)

Change in Status Form Directions

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

Related Information

[F-1 Information](#)

[J-1 Information](#)

Contacts

Contact	Telephone	Email
Human Resources/Talent Acquisition and Recruitment	202-994-9629	gwujobs@gwu.edu
Student Employment	202-994-6495	gwcareercenter@gwu.edu

Document History

- **Last Reviewed Date:** July 6, 2018
- **Last Revised Date:** December 1, 2005
- **Policy Origination Date:** Not Available

Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

Beth Nolan, Senior Vice President and General Counsel

This policy, as well as all [university policies](#), are located on the [Office of Compliance's](#) home page.