



## Guidelines for Temporary and Contingent Employment at URI

The purpose of these guidelines is to set forth a clear and consistent framework for the use of temporary employment at the University of Rhode Island. Temporary employment plays a crucial role in addressing short-term staffing needs, ensuring operational continuity. At no time is a temporary appointment meant to take the place of a regular appointment or bargaining unit work. Temporary and contingent appointments are at-will and may be terminated at any time.

This document outlines the guidelines and definitions for managing casual and temporary employees, as well as contingent workers, including the types of work, hours, length of appointments, and rates of pay. It applies to all individuals engaged in work for the University under an internal payroll system and through approved staffing agencies, with the exception of students. All temporary and contingent employment requests, regardless of category, require consultation and approval from HR in advance of the appointment.

### Definitions

- **Temporary appointment:** a work engagement under the University's internal payroll system of at least 20 hours per week with a term of employment of less than six consecutive months (up to 24 weeks).
- **Casual appointment:** a work engagement under the University's internal payroll system of less than 20 hours per week. Casual appointments may be made for up to one year terms.
- **Contingent Worker:** an individual engaged through an approved staffing firm to perform services for the University. The staffing firm serves as the employer of record. Contingent workers are subject to university guidelines regarding scope of work, duration, hours and compliance requirements, and must be aligned with HR prior to assignment activation.

Appointments must clearly outline the type of work, number of hours, length of appointment, and rate of pay. The rate of pay for any appointment should not typically surpass the equivalent rate for similar work being done by a regular employee in the same position title. Temporary employees may work up to 35 hours per week, consistent with University's 7 hour workday, for a duration of up to 24 weeks\*. Casual employees are limited to working up to 19 hours per week. Contingent workers must have an assignment length, and bill rate, and must align with these guidelines unless otherwise approved through consultation and alignment with HR. Any method of payment other than an hourly rate must be approved by HR.

### Employment Types

- Hourly casual and hourly temporary employees;
- Casual employees hired on a contract or appointment basis for a specific period of time and project, paid via lump sums for the project work.
  - These appointments are subject to FLSA exemption criteria and can only be approved by HR if they meet such criteria.

\*Note: Any individual who has recently graduated and held a Graduate Assistant position in the academic semester prior to being hired into temporary employment is only eligible for an appointment up to 20 hours per week.

### **Pre-Employment Requirements**

All temporary and contingent workers are required to successfully complete a background check in accordance with the standards applicable to regular employees in comparable positions. Background check requirements will be determined based on the scope of work, level of access, and associated risk of the role. Background checks generally are valid for 12 months and generally should be re-run if an individual remains employed beyond that period of time.

For temporary employees under the University's internal payroll system, the background check must be completed and cleared prior to appointment. For contingent workers, the staffing firm must confirm that a background check has been completed in accordance with University standards prior to assignment activation. The University reserves the right to request documentation or require additional screening based on role-specific risk factors.

Additional pre-employment requirements, including employment eligibility verification and any role-based compliance training, must be completed prior to the start of work, as applicable.

### **Termination**

Temporary and casual appointments under the University's internal payroll system are at-will and may be subject to termination at any time. Contingent worker assignments may be concluded at any time in accordance with staffing agreements and University guidelines.

### **Temporary Appointment Extensions**

Temporary appointments will not be eligible for extension beyond 24 weeks; any requests for exceptions require submission in advance to an HR representative and may require a break in service. The hiring supervisor must state the reason for the extension or exception request in the comment section of the IP-1 and are encouraged to first consult their HRBP.

Contingent worker assignments should align with these guidelines. Any requests to extend a contingent assignment require consultation and alignment with HR in advance and must be consistent with the staffing agreement.

### **Compliance and Review**

All payroll activities must comply with relevant state and federal laws, tax regulations, and organizational policies. These guidelines will be reviewed annually and may be amended at any time to reflect changes in organizational needs or regulatory requirements.

### **Credited Service**

No credited service will be given for time worked in casual or temporary roles prior to appointment into a regular role.

**Benefits Eligibility**

Temporary and casual appointments on internal payroll are not eligible for the typical state employee benefits, however some benefits may apply, depending on the duration of assignment and number of hours worked.

**FMLA**

Employees are eligible for leave if they meet the standards (including hours worked requirements) set forth in the Family Medical Leave Act or the Rhode Island Parental and Family Medical Leave Act.

**Workers Compensation**

Temporary (temp) employees are eligible for workers' compensation in Rhode Island. If injured on the job, they are considered employees of either the University or the employment agency under state law, not independent contractors.

**Dual Appointments**

*\*\*Coming soon: guidelines for current URI employees - faculty and staff - who take on an additional (non-primary) appointment at URI. \*\* ([USP-7](#))*