



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:03

Temporary Employees

COVERED EMPLOYEES

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

[Board of Trustees Employee Definitions](#)

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 [Hiring Process Manual](#).
 - D. Policies and procedures for part-time temporary employees are detailed in the [Part-Time Employment Policy](#).
 - E. Temporary administrative and temporary administrative support employees are eligible for [benefits](#).

Refer Questions To: Human Resources