

Policy on Temporary Employment Services (TES)

Responsible Office: Human Resources

I. POLICY STATEMENT

Temporary Employment Services (TES) is a unit of Auburn University Human Resources established to provide temporary employees in a wide variety of occupations to meet the staffing needs of the university. TES employees, and departments who employ TES employees, must comply with applicable policies, procedures, and guidelines, as well as federal and state law.

II. POLICY PRINCIPLES

The TES unit is an in-house Service Center¹ with Auburn University. Each fiscal year, the TES unit establishes a service rate (commonly referred to as the TES surcharge) which is based on direct costs required to operate the TES unit. Employing departments are charged a rate (consisting of the TES surcharge and the part-time fringe rate) for their actual use of TES employees.

TES employees must comply with university policies and procedures and applicable law.

TES employment is at-will and may be terminated by the employing department, or the TES employee, at any time with or without cause. TES employment is not guaranteed for any set period. Termination of employment while in a temporary status is not grievable.

Federal and state withholding taxes, social security, and applicable city occupational tax are withheld from the payment of TES employees.

Retirement Systems of Alabama (RSA) participation is mandatory for any TES employee who formerly contributed to RSA and is not currently in retirement status.

TES employees are not eligible for group insurance (including but not limited to health, dental, vision, and life), paid leave and holidays, and other fringe benefits as determined by the university, unless required by law.

A. TES Unit Guidelines

¹ Refer to the Auburn University [Service Center Policy](#)

The use of TES employment is appropriate when needed to complete work in the absence of a regular employee and/or to assist with departmental or unit operational needs in cases of special projects, abnormal or peak workloads, seasonal work, or emergencies.

TES employees are employed in assignments of limited duration and do not have a continuing employment relationship with the university beyond their limited assignment.

Work hours for TES employees vary based on the operations and needs of the employing department, resulting in schedules that may be part-time or full-time.

Except in limited and appropriate circumstances as determined by University Compensation & Classification, TES employees are classified as non-exempt under the Fair Labor Standards Act (FLSA), and will be paid for hours worked on an hour-for-hour basis and, for hours worked in excess of 40 in a workweek, will be paid overtime pay at a rate of time and one-half their hourly rate of pay.

The length of assignment for a TES employee is determined based upon the employing department's assessment of the need for the position, the employee's performance in the position, and available funding for the position, but cannot exceed a maximum of 1,450 work hours within a 12-month measurement period.

1. A TES employee may work up to the 1,450 work-hour limit through one assignment or multiple assignments, but this limitation includes all hours worked in any employment type during the 12-month measurement period.
2. A TES employee's assignment must end if the employee works 1,450 hours within the 12-month measurement period.
 - a. If the TES employee would like to continue working TES assignments then they will not be permitted to do so until a new measurement period begins.
 - b. If a position needs to be performed beyond the assignment limitations applicable to TES employees (1,450 work hours in a 12-month measurement period), then that position must be competitively recruited and filled through the university's Employment Recruitment & Selection process.

TES employees who apply for Auburn University regular employment positions are external applicants and must follow the university's competitive recruitment and selection procedures for external applicants.

B. Position Titles & Pay Rates

Departments should attempt to equate TES positions with regular university positions in both title and rate of pay, and are encouraged to reference the [Job Descriptions](#) and [Pay Ranges](#) available through Human Resources for regular university positions as a guide.

The hiring department should use the salary grades and corresponding salary ranges designated on the job description for the corresponding regular university position when determining the appropriate pay rate for the TES position. Key factors to note:

1. Pay rates are determined by the hiring department.
2. TES unit approval is required if the pay rate submitted is higher than the 50th percentile of the salary range for the corresponding regular university position.

Occasionally, there will be instances when it is not appropriate to align a TES position with a regular university position. These instances include, but are not limited to:

1. Non-Tenure Track Faculty
2. Special Projects – a TES position where task(s) are outside the scope of a regular university position and/or the task is uniquely defined and for a specified period of time (i.e., photographer for a commencement ceremony).
3. Positions paid through a university partnership – a partnership between an Auburn University department and an external employer that provides paid work placement, experience, and research opportunities.
4. Auburn University Retirees – Although it is possible to align the position title, RSA annual income restrictions may prevent alignment of pay with work performed.
5. TES Executives – highly compensated individuals performing a specific skilled service for the university (i.e., Locums for the College of Veterinary Medicine).

III. EFFECTIVE DATE

June 26, 2020

Revised: August 2, 2021

IV. APPLICABILITY

This policy applies to individuals employed through and hiring departments or units who employ individuals through Auburn University Temporary Employment Services (TES).

V. POLICY MANAGEMENT

Responsible Office: University Human Resources; Temporary Employment Services (TES)

Responsible Executive: Associate Vice President, Human Resources

Responsible Officer: Director, Employment Services

VI. DEFINITIONS

Fiscal Year – October 1 through September 30.

Measurement Period – either the Initial Measurement Period or the Standard Measurement Period.

Initial Measurement Period – Applicable to newly hired TES employments, this measurement period begins with the TES employee’s start date and ends with their one-year anniversary date.

Standard Measurement Period – Applicable to existing TES employees, measured from October 1 through September 30.

Regular University Position – a university established position filled by a regular (non-temporary) employee.

Regular Employee – an employee classified as part-time or full-time, on a limited or continuing term, who may be eligible for the employee benefits package depending on full-time equivalency (FTE) and the original duration of the appointment.

VII. POLICY PROCEDURES

N/A

VIII. SANCTIONS

Failure to follow this policy may result in sanctions or other disciplinary action, up to and including termination of employment and restrictions on the ability to use, or be eligible for, TES employment services.

IX. EXCLUSIONS

N/A

X. INTERPRETATION

Director, Employment Services