Information

Temporary Employment

Effective

May 1, 1992

Number

PER-2.09

Applicability

This policy applies to University Administrators and Staff.

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

2315 South First Street Walk

Louisville, KY 40292

Phone: 502-852-6258
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History

Revision Date(s): July 10, 2017 (effective November 30, 2017); December 14, 2021 (minor edits); August 24, 2022 (minor edit); April 1, 2026

Reviewed Date(s): March 8, 2016; July 10, 2017

Categories

Statement:

Temporary appointments may be made to any position, which the employing administrative head attests to be temporary. A temporary appointment is not likely to require the services of an employee for a period of more than six calendar months. Temporary appointments of positions should not exceed six months, but in exceptional situations, the Vice President for Human Resources, upon recommendation of the department head/dean, may approve an extension of an additional six-month period. Temporary employees are not eligible to participate in employee benefit programs except for those required by law.

Related Information:

New Hire Packet

Definitions:

http://louisville.edu/hr/policies/definitions