

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); March 24, 2026; April 1, 2026

Reviewed Date(s): March 8, 2016; July 10, 2017; March 24, 2026

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 employees are not eligible to participate in employee benefit programs except for those required by law.

EXTENSIONS / EXCEPTIONS

1. Extension Authority

Temporary appointments may be extended when justified by business need and approved as an exception to the general temporary appointment timeframe. The Vice President for Human Resources (VPHR) holds authority for approval of extensions and exceptions under this policy and may designate a designee to review and approve such requests.

2. VPHR Designee

The VPHR has designated the Employment Services team within Human Resources as the authorized designee to review and approve temporary appointment extensions and exceptions under this policy. Approval by the Employment Services team (as VPHR designee) constitutes approval on behalf of the VPHR, unless the VPHR directs otherwise.

3. Extension Requests and Required Documentation

Requests to extend a temporary appointment must be submitted by the department head/dean (or authorized representative) and must include, at minimum:

- a. a brief justification describing the operational need for the extension and why the work remains temporary in nature;
- b. the requested extension duration and proposed end date;
- c. confirmation of available funding for the extended period; and
- d. any additional information requested by Human Resources to evaluate the request.

4. Evaluation Criteria

In reviewing extension requests, Employment Services will evaluate the justification using criteria that may include, but are not limited to:

- a. documented operational/business need and anticipated duration of the temporary need;
- b. availability and appropriateness of funding for the requested period;
- c. status of any related recruitment/transition plan, when applicable;
- d. compliance considerations and risk assessment; and
- e. consistency with university employment practices.

5. No Preset Limit / Ongoing Review

There is no preset limit on the number or total duration of approved extensions; however, departments are expected to periodically reassess whether the staffing need remains temporary or whether the work reflects an ongoing need that should be addressed through the regular position approval and recruitment process. Human Resources may require additional documentation or impose conditions on approval based on the circumstances.

6. VPHR Retained Authority

The VPHR retains the right to review any request, modify any request, or withdraw delegated authority, and require that certain categories of requests be forwarded for VPHR review.

Related Information:

[New Hire Packet](#)

Definitions:

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