

GUIDELINES FOR HIRING/MAINTAINING ON-CALL OR TEMPORARY EMPLOYEES MSU EXTENSION

The University has specific requirements around the placement, use and change of status for employees hired as on-call or temporary. The following are rules that must be followed:

- Temporary employees require a break in service¹ if they work for nine months (if the employee has a break in service before nine months, then they've met this requirement)
- On-call employees may not work more than 19 hours per week
- An individual may move from temporary to on-call status, once, without requiring a break in service.
- An individual may move from on-call to temporary, once, without requiring a break in service; however, when that individual hits nine months (aggregate), then the break in service will be required
- An individual may not move from temporary to on-call and back to temporary (or vice versa) without a break in service.

¹A break in service is seven consecutive days.

Approved titles and brief descriptions of such positions are as follows:

- **Extension Program Worker** - *provides support similar to an Extension Program Assistant/Associate/Instructor*
- **Clerical Aide** - *provides clerical support; responsibilities may include secretarial, receptionist, bookkeeping, information processing, or related clerical tasks. (Temporary assignments to this classification normally last for 120 days or less with an additional 60 day extension. On-call assignments are not subject to the 120 day limitation.)*
- **Technical Aide** - *provides technical support; responsibilities may include computer programming or operations; research support; medical patient care; technical equipment maintenance, repair, fabrication or operation; or other technical support functions. (Temporary assignments to this classification normally last for 120 days or less with an additional 60 day extension. On-call assignments are not subject to the 120 day limitation.)*
- **Professional Aide** - *provides professional support. Responsibilities may include general business, science, medical, agricultural or other professional support functions.*
- **Labor Aide** - *provides food service, custodial, general labor or maintenance support for departments located off-campus*

For further details about on-call or temporary hiring, click here to access the [Business Office portal page](#) and select Employment and Payroll from the left-hand menu.