TEMPORARY AND CASUAL (NON-ACADEMIC) EMPLOYEE COMPENSATION SYSTEM FAQS
September 2017

TEMPORARY AND CASUAL EMPLOYEES

Q1. Who is covered by the Temporary and Casual Compensation System?
A. Employees hired on Stanford’s payroll who meet the definition of a temporary or casual employee performing work typically in staff salary grades A – P (Administrative Guide 2.2.2, section #8 & #9) or work that is regularly or customarily performed by bargaining unit workers (SEIU contract, section 1.2). Temporary or casual employees hired through outside agencies are not on the University payroll and thus are classified and paid according to their agency’s guidelines.

Q2. Who can be assigned to 9151 Temporary-Exempt or 8944 Casual-Exempt?
A. Only computer professionals and physicians working on an hourly basis may be assigned to these exempt temporary and casual job codes.

Prior approval is required from UHR Staff Compensation (or the School of Medicine HRG) before assigning job code 9151 or 8944. For computer professionals, a job description and completed Computer Professional Exemption Checklist must be reviewed and approved by UHR Staff Compensation (or the School of Medicine HRG). You may access the checklist in the HRM Toolkit. For physicians, review and approval is required from the School of Medicine HRG.

Q3. Why is the use of these job codes (9151 Temporary-Exempt and 8944 Casual-Exempt) limited?
A. In order to be exempt under the federal Fair Labor Standards Act (FLSA), both a salary test and a duties test must be met. Under the salary test, the employee must be salaried and meet a minimum annual salary of $47,476 ($3,957 per month/$913 per week), regardless of number of hours worked.

Because our temporary and casual jobs are paid on an hourly (not salaried) basis, this salary test is not met. This salary rate was set effective December 1, 2016, and is still in effect as of the date of this document.

Federal and California regulations, however, have provided exemption from overtime for a few professions. At Stanford, they are computer professionals and physicians. Employees in these positions are paid hourly for every hour worked without incurring overtime pay. In addition to a duties test being met, there is a minimum hourly pay rate requirement. Effective January 1, 2017, the minimum hourly rate for computer professionals is $42.35 and the minimum hourly rate for physicians is $77.15.

Q4. Who can be assigned to job code 8956 Casual Special Event On-Call?
A. Use of this job code is limited to employees who are on-call on an as needed basis to support special events for departments such as Public Safety (i.e., traffic control), Athletics (i.e., “redcoats”) and Event/Labor Services (i.e. site preparation).

OTHER JOB GROUPS

Q5. Are high school student employees included in the temporary and casual classification and pay system?
A. No. High school students aged 18 and under are not included. Job code 9153 High School Student is used for both temporary and casual high school students. High School students should be paid at least the California minimum hourly wage, or higher.

High school graduates, who work in temporary or casual positions whether or not they are going to be Stanford students, should be assigned to the appropriate temporary or casual classification.

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Q6. Are Stanford student employees included in the temporary and casual classification and pay system?
A. No. When matriculated (actively enrolled) Stanford undergraduate and graduate students who are employed part-time during the academic year, are assigned to job code 9100 Student Employee (Administrative Guide 2.2.2, section #11). If they also work during the summer, they are assigned to job code 9154 Stanford Student-Summer, and continue to be paid the appropriate rate for the work being performed. Assignment to the correct job code (9100 or 9154) will correctly tax their earnings while they work during the academic year and the summer.

Stanford students, when not matriculated during the summer quarter and one additional quarter, should be assigned to job code 9154 Stanford Student-Summer. Otherwise, they should be assigned to the appropriate temporary or casual classification.

Stanford graduates, who work in temporary or casual positions, should be assigned to the appropriate temporary or casual classification.

Q7. Are non-academic casual employees who work random hours and are paid a monthly or quarterly stipend, not an hourly wage, included in this system?
A. No. Their sporadic work hours and stipend-type pay are not covered by the temporary and casual classification and pay system.

In some areas of the University, individuals are hired to perform a single task and are compensated with a ‘token payment’ or stipend-like one-time payment (i.e., academic advisors). In order to be paid, an employee record with the appropriate temporary or casual classification is required in PeopleSoft. In order to distinguish this unique pay situation, enter an hourly rate of $0.01.

LOCAL MANAGEMENT OF TEMPORARY AND CASUAL COMPENSATION SYSTEM

Q8. What is the role of the Human Resources Manager in managing the classification and pay system for temporary and casuals?
A. Human Resources Managers need to oversee the hiring and pay of temporary and casual employees in their areas. Some schools/areas may determine a more closely controlled local process is needed; others may determine a decentralized process works fine.

Q9. Can the pay rate for a temporary or casual position be set below the range minimum or above the range maximum?
A. Typically, no. Temporary and casual employee pay should fall within the assigned pay range and should not fall below range minimum nor exceed range maximum. Pay actions resulting in pay rates below range minimum or above range maximum require that written documentation (detailing external market comparisons and/or critical business need) is submitted by the HRM to UHR Staff Compensation for review and approval prior to the pay action being communicated or processed to the employee.

Q10. Should temporary and casual employees to be informed of their classification?
A. If your normal process is to inform temporary and casual employees of their classification, then you may wish to continue that practice; however, based on whether your long-term strategy is a centralized or decentralized approach to managing temporary and casual employees, you may need to consider what is communicated. Certainly, if there is a pay change, an employee should be informed prior to seeing that change reflected on his or her paycheck.

Q11. Are formal job descriptions required for temporary or casual positions?
A. No, a job description is not required. However, you should have on file a brief description of the work performed from the hiring officer or manager.

Q12. What if the hiring manager wants to set the temporary or casual employee's hourly rate above the in-hire pay range?
A. The hiring manager must contact the HRM for approval prior to hire.
Q13. Can a temporary or casual employee grieve his/her pay rate, classification or responsibility level?
A. No. Pay and classification decisions for temporary and casual employees, like those made for regular staff, are not subject to the grievance process. Refer to Administrative Guide for further detail.

Q14. If a temporary or casual employee has more than one job in PeopleSoft, does each job need to be classified individually?
A. Yes. It is the responsibility of the PeopleSoft HRMS administrator to coordinate with the other department to determine if the employee is eligible for overtime pay.

Q15. Can temporary employees with multiple job records be paid differently hourly rates for each record?
A. Yes, but they cannot exceed the 980 hours during the calendar year for all job assignments.

Q16. What are the steps to hire temporary or casual employees?
A. Generally, the steps are:
   - Obtain a brief description of the work performed.
   - Compare the information to the classification group descriptions and select the appropriate group: Administrative/Operational, Other Professional, Managerial, Technical/Paraprofessional, Service/Maintenance or Skilled Crafts.
   - Select the appropriate job code that corresponds to the classification group.
   - Based on the level of responsibility, select the appropriate Level: I, II or III.
   - Determine the appropriate hourly pay rate within the pay range that corresponds to the responsibility level.
   - Complete the transaction in PS HRMS using the Hire, Rehire or Update Job Data procedures; the Classification Group and Responsibility Level are entered on the Job Data, STF Remarks page.

Q17. Are temporary and casual employees subject to performance reviews and pay raises?
A. No, they are typically not eligible for performance or pay increases.

Q18. How do I get a listing of temporary and casual employees in my area?
A. You can create a report of temporary and casual employees in BI Reporting. Select HR, Payroll, Benefits Systems > Job Information > Temp-Casual Report (HR053).

Q19. What if I have additional questions about the classification system for temporary and casual non-academic employees?
A. Please contact your compensation partner in UHR Staff Compensation.

Q20. What if I have questions on how to use PS HRMS for temporary and casual classification and pay system procedures?
A. As with all system-related questions, please submit a HelpSU ticket to: https://helpsu.stanford.edu