

TEMPORARY EMPLOYEES

Temporary positions are intended to accommodate temporary employment needs of no more than twelve (12) months where the hire is not intended to be permanent, and with no expectation of employment beyond the period specified. Under no circumstance shall the employment exceed a period of twelve (12) months, the hiring document must include a start and end date of employment, and the department must have the budgeted financial resources. International students must have work status verified by Human Resources prior to employment.

Prior to hiring a temporary employee, the department will need to complete the Newton Request Job Approval, following the [Supervisor Steps](#) online. Short Term Worker or Student Rehires, Student Terminations and Student Status Changes will be processed on the [Student/Temp Status Change and Termination Authorization form](#) online.

There are specific requirements for different lengths of temporary employment:

SHORT TERM WORKER - LESS THAN 90 DAYS

- No benefits provided

TEMPORARY EMPLOYEE - MORE THAN 90 DAYS

- Sick leave (1.0 FTE= 4 hours per pay period)
- Holiday pay (prorated based upon FTE or actual hours worked)

TEMPORARY EMPLOYEE - SIX MONTHS TO 12 MONTHS

In addition to meeting the requirements of a more than 90 day temporary employee:

- Annual leave after six (6) months (1.0 FTE = 5 hours per pay period), and
- Health insurance benefits if employed for six (6) months or longer, and at .50 FTE or greater, and
- Retirement benefits (mandatory or optional depending upon position title and duration of appointment), and
- Department must submit a background check (\$55) for the employee prior to hire.

STUDENT EMPLOYEE

A student employee is a part-time employee who is enrolled at Flathead Valley Community College, is registered for classes and whose primary purpose for being at the College is the achievement of a degree or certification. Students who completed spring semester and are enrolled for fall semester, may work as a student employee during the summer.

- During an academic semester, a student employee can only work a maximum of 19 hours/week. Student employees can work concurrent jobs at FVCC provided their total work hours are a maximum of 19 hours/week.
- During academic semester breaks or summer, a student employee not enrolled in classes can work up to, but not more than, 40 hours/week.
- Student employees enrolled in 6 credits or more are exempt from FICA and Medicare withholdings and Affordable Care Act regulations.
- Student employees enrolled in 5 credits or less are not exempt from FICA and Medicare withholdings.

These employees are not eligible for:

- Tuition or fee waivers
- Seniority or recall rights
- Internal job recruitments
- Flexible benefits
- 403(b) 7% match