

Temporary Employment

FVCC Human Resources

June 12, 2018



Temporary Employees



There are three categories of Temporary Employees according to MT state law (MCA 2-18-101)

- Seasonal
- Short-Term Worker
- Temporary

FVCC, as a higher education institution, has an additional category

- Student
 - Work Study or Non-Work Study

Similar

Are not eligible for permanent status

May not be hired into a permanent position without a competitive search process

Different

Short Term Worker

- May not work for more than 90 calendar days in a continuous 12-month period
- Is hired for an hourly wage
- Is not terminated if other work is expected in 12 month period
- Is not eligible to earn leave, holiday, and/or group insurance

Temporary Employee

- Works for a defined period of time not to exceed 12 months
- Performs temporary or permanent duties on a temporary basis
- Is terminated at the end of the employment period
- Is eligible to earn leave, holiday, and/or group insurance

Scenario

Consideration for an employee
from May – September

Hourly wage - \$10.00

Full-time, 8 hours per day



Cost Comparison

Short Term Worker

- Reduce work schedule to 90 calendar days (65 working days)
- Wage cost = \$5,200
- Mandatory withholdings = \$462
- Holidays (3) = \$0
- Vacation leave = \$0
- Sick leave = \$0
- Health insurance = \$0
- COST - \$87.11 per day

Temporary Employee

- Hire from May – September.
- Wage cost = \$5,200 (prorate 65 working days)
- Mandatory withholdings = \$580
- Holidays (3) = \$240
- Vacation leave = \$0
- Sick leave = 24 earned hours, \$240.00 if used or \$60 payout
- Health insurance = \$0
- COST - \$96.31 per day

More Cost Comparison...

Student Employee

- No maximum days limit, but up to 19 hours per week (Hire 2)
- Wage cost = \$5,200
- Mandatory withholdings – \$36
- Holidays (3) = \$0
- Vacation leave = \$0
- Sick leave = \$0
- Health insurance = \$0
- COST - \$80.55 per day

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Temporary Employee > 6 mos.

- Hire 8 hours per day for over 6 months
- Wage cost = \$5,200 (prorate to 65 days)
- Mandatory withholdings = \$580 (PERS eligible)
- Holidays (3) = \$240
- Vacation leave = 30 earned hours. \$300 used or payout.
- Sick leave = 24 earned hours, \$240 used or \$60 payout
- Health insurance = \$3,162 (\$12,648 annual/\$1,054 per mos.)
- COST - \$150 per day

Independent Contractors



- The general rule is that an individual is an independent contractor if the College has the right to control or direct **only the result** of the work, not *what* will be done and *how* it will be done.
- Must have a MT Independent Contractor license with applicable proof or exemption of Workers Compensation compliance.
- Not an FVCC employee. Processed through the Business Office.



Process

Students and Short Term Workers

- **Request Job Approval**
 - Through Newton system
 - Follow Supervisor Steps

Temporary Employees >90 days

- **Request Job Approval**
 - Through Newton system
 - Follow Supervisor Steps
- **Requires background check**
 - @ \$55 per employee

Call Megan
with
questions at
X3804....

Or Karen at X3841

