

Sponsoring Functional Areas: Human Resources and Institutional Access

Title: Temporary Employee Policy

I. Policy Statement

New Jersey Institute of Technology may hire temporary staff through the university payroll to meet short-term operational, administrative, or project-based needs. Temporary appointments are limited in duration and hours, do not confer eligibility for regular staff benefits (except when applicable under Federal/State law), and do not create an expectation of continued employment. The University is committed to administering temporary staff appointments in compliance with applicable federal and state laws and internal policies.

II. Purpose

The purpose of this policy is to establish clear guidelines governing the employment of temporary staff, including appointment duration, eligibility, compensation, benefits, and separation. This policy ensures the appropriate and consistent use of temporary staff, while mitigating compliance, classification, and benefits-related risks.

III. Applicability

This policy applies to all temporary staff (defined employment period) employed by the University, regardless of funding source. This policy does *not* apply to the following excluded appointment types: faculty, adjunct faculty, seasonal athletic coaches, non-credit bearing course instructors, student employees, graduate assistants, postdoctoral associates who are governed by separate policies or collective bargaining agreements. It also does not apply to independent contractors, consultants and temporary agency employees.

Time worked in any of the excluded appointment types will not count toward a temporary appointment, eligibility for benefits, or the completion of any probationary period if an individual is subsequently hired into a non-temporary position.

IV. Policy

Nature and Duration of Temporary Appointments

- Temporary staff may only be employed for a limited period to address short-term or time-limited needs.
- Temporary employees must not exceed 29 hours per week.
- Temporary staff appointments may not exceed six (6) months from the original start date, inclusive of all extensions, renewals, or successive temporary appointments in the same or substantially similar role. In addition to the six (6) month limit, temporary staff may not work more than 1,000 hours in any rolling six (6) month period.
- Temporary appointments are not eligible for automatic renewal or conversion to regular staff positions.
- Temporary employees can have only one assignment at the University at any given time.

V. FLSA Classification and Timekeeping

- Temporary staff positions will be classified as exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA) and applicable federal laws.
- Non-exempt temporary staff are eligible for overtime pay in accordance with federal and state law and University policy.
- Non-exempt temporary staff must accurately record all hours worked in accordance with University timekeeping procedures.

VI. Compensation

- Temporary staff are compensated at an hourly rate or salary established at the time of hire, based on market considerations, internal equity, and funding availability.
- Temporary staff are not eligible for merit increases or bonuses unless required by law or explicitly approved by Human Resources.

VII. Benefits Eligibility

- Temporary staff are not eligible for University-sponsored benefits, including but not limited to health insurance, retirement plans, paid time off, tuition remission, or other benefits provided to regular, permanent staff, unless required under applicable state or federal law.
- Where required by law, temporary staff may be eligible to participate in limited benefit programs (such as voluntary retirement savings plans). Participation in such programs does not alter the temporary nature of the appointment or create an expectation of continued employment.

VIII. Performance, Conduct, and Compliance

- Temporary staff shall comply with all University policies, procedures, and standards of conduct.
- Temporary staff are subject to the same workplace rules, including background checks, mandatory harassment and Title IX training, confidentiality obligations, and information security requirements as permanent staff.

IX. Termination and Separation

- Temporary staff employment may be terminated at any time, with or without notice, consistent with at-will employment principles and applicable law.
- Temporary appointments automatically end on the established end date unless terminated earlier.
- Temporary service does not create an entitlement to future employment, benefits eligibility (unless required under Federal/State law), seniority, or preferential consideration for regular staff positions.
- Upon separation, temporary staff must return all University property, and system and building access will be removed promptly.

X. Process

Please refer to Nexus for the “Temporary Employee Hiring Process.”

XI. Definitions

Temporary Staff: Individuals employed by the University for a limited duration to meet short-term operational, administrative, or project-based needs, not to exceed six (6) months or applicable hour limits.

Exempt Employee: An employee classified as exempt from overtime requirements under the Fair Labor Standards Act.

Non-Exempt Employee: An employee entitled to overtime pay under the Fair Labor Standards Act.

At-Will Employment: An employment relationship that may be terminated by either the employee or the University at any time, with or without notice, subject to applicable law.

REVIEW:

Signature: Sandy A. Curko
Sandy A. Curko (Jul 31, 2026 04:50:47 EDT)

Email: sandy.curko@njit.edu

Sandy A. Curko, Esq. Date
General Counsel and Senior Vice
President of Legal Affairs

APPROVAL:

Signature: Teik C. Lim
Teik C. Lim (Jul 30, 2026 15:20:16 EDT)

Email: teik.lim@njit.edu

Teik C. Lim, Ph.D. Date
President

Signature: William Brady
William Brady (Jul 30, 2026 14:57:09 EDT)

Email: william.brady@njit.edu

William Brady Date
Senior Vice President
Division of Human Resources and
Institutional Access