

## Categories of Temporary Positions

The *Class 3 and Class 4 Employment Policy* provides for three distinct categories of temporary positions. The creation of these categories supports the workforce needs for staffing flexibility while remaining compliant with applicable laws, regulations, collective negotiation agreements and Rutgers' policy.

	Description	Appointment Duration
<b>Class 3 Short-term Temporary</b>	<p>This appointment should be used for short-term assignments of 50% or greater effort. Non exempt Class 3 employees will receive overtime pay or compensatory time for hours worked over 40 hours per workweek. Class 3 employees are paid on a salary basis.</p> <p>Consult the <i>Class 3 and Class 4 Employment Policy</i> for additional information.</p>	<p>Class 3 employees may be appointed for a period of up to one (1) year at a time, and have a maximum service limit of two (2) years including breaks in service of less than six (6) months.</p> <p><i>Exception:</i> Maximum temporary appointments will continue to conform with the applicable collective bargaining agreement for AFSCME 888 and COLT assignments (i.e., 9 and 16 months respectively).</p>
<b>Class 4 Casual</b>	<p>This appointment should be used for temporary assignments of less than 20 hours per week. Class 4 Casual employees may work a fixed, varied or intermittent schedule, and are paid on an hourly basis.</p>	<p>Class 4 Casual employees may be appointed for a period of up to one (1) year at a time, and are eligible for reappointment.</p>
<b>Class 4 Seasonal</b>	<p>This appointment should be used for seasonal assignments. Class 4 Seasonal employees are not restricted in the number of hours worked per week. Seasonal employees receive overtime compensation for time worked over 40 hours per week.</p>	<p>Class 4 Seasonal employees may be appointed for a period of up to six (6) months, and may be reappointed after a continuous break in Rutgers service of at least three (3) months.</p>

Class 3 & Class 4 employees may only hold one university appointment at a time.

For more detailed information regarding the **Categories of Temporary Positions**, be sure to review the Class 3 and Class 4 Employment Policy: <http://policies.rutgers.edu/PDF/Section60/60.1.5-current.pdf>.