



Temporary and Casual Appointments

For: NonAcademic Staff

Subject: Wages and Salaries

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Definitions

A temporary appointment is a work engagement of at least 20 hours per week with a term of employment of less than six consecutive months.

Temporary employees become eligible for [Workers' Compensation](#) upon employment and are eligible to receive benefits under the New York State Disability Program after four weeks of employment. Temporary contract college employees may also be eligible for health insurance benefits under certain circumstances. For further information, contact [Benefit Services](#), (607) 255-3936.

A casual appointment is a work engagement of less than 20 hours per week.

Casual appointments may be made for an indefinite duration.

Casual employees become eligible for Workers' Compensation benefits upon employment and New York State Disability Insurance after four weeks of employment.

Temporary and casual appointments are subject to termination at any time.

Recruitment and Employment provides assistance to departments who need temporary or casual staff.

Departments may advertise for a temporary/casual position on [Cornell Careers](#).

Pay Rates

Whenever possible, temporary/casual pay rates should be established at the recruitment minimum of the pay band level assigned to regular university positions performing similar duties and responsibilities.

Pay rates should not exceed the recruitment maximum of the band level and should be in accordance with the department's internal pay equity. A pay rate in excess of the recruitment pay band maximum must be approved by the local hr representative or designee before it can be used as an offer to a candidate.

Temporary/casual employees should be (or, normally are to be) appointed as nonexempt. Appointment exceptions must have the prior approval of the hiring department's unit/college local hr representative or designee.

Departments are encouraged to contact their local hr representative or designee with pay rate questions or concerns.

Appointment Processing

Temporary Appointment Extensions

The approval of the local hr representative or designee is needed in order to extend a temporary appointment beyond six months. The hiring supervisor must state the reason for the extension in the comment section of the University Personnel Action Form.

A temporary employee becomes "benefits eligible" at six months of employment.

A temporary endowed employee may be "benefits eligible" if the initial temporary appointment is for a period of six months, or if the initial appointment (under six months) is extended past six months with no break in continuous service. Effective dates of coverage vary based on the effective date of the temporary appointment(s).

Temporary endowed employees who are "benefits eligible" are eligible for paid holidays and health, life, and AD&D coverage, and accrue health and personal leave and vacation time.

Identification Cards

Temporary university identification (I.D.) cards may be obtained from the [Office of the University Registrar](#) in B07 Day Hall. The employee must have a written request from the hiring supervisor, on departmental letterhead, authorizing the issuance of the temporary card. This letter should include the employee's name, position title and the duration of the appointment.

NOTE:

For Cornell University policy information, visit the [University Policy Office](#).