

POLICY FOR EMPLOYMENT OF TEMPORARY ADMINISTRATIVE EMPLOYEES

This policy applies to employment of temporary administrative employees. Individuals who are employed in positions covered by a Pratt recognized collective bargaining unit should be guided by the policies and procedures within the appropriate collective bargaining agreement.

This policy shall not apply to individuals who work on our premises and are paid through a temporary agency.

Definition: ***Temporary Employee/Appointee***

1. Any person, full time or part time, who is not appointed to an established position within the Pratt staff; or
2. Any person who is appointed to an established position without a search, while an approved search is being conducted; or
3. Any person who is appointed to an established position while the incumbent is on an Institute-approved medical leave.
4. Any person who is appointed to a position that has been established for a special project and which the Institute expects to discontinue at the termination of the project.

Full Time Status Any employee who is hired and scheduled to work 30 hours or more per week as a condition of employment.

Part Time Status Any employee who is hired and scheduled to work less than 30 hours per week as a condition of employment.

Established Position

A full time or part time position created to fulfill a specified duty, task or responsibility that the Institute has identified as essential to its operation at this time; and

A position that has been permanently funded by the Institute or a grant funded position for which the Institute has agreed to provide its benefits package.

Temporary Position

A full time or part time position that has been established for a special project and which the Institute expects to discontinue at the termination of the project. This definition does not apply to grant-funded positions. Grant-funded positions shall be guided as defined above.

All administrative personnel, full time and part time, who meet the definition of “temporary employee/appointee” shall be entitled to the following Pratt Institute benefits:

1. Worker’s Compensation
2. Unemployment Insurance
3. Pratt’s contribution to FICA
4. Short term disability after 25 days of employment in a calendar year

Full time temporary employees are paid on a bi-weekly payroll based on 30-35 scheduled hours per week. All full time administrative personnel who meet the definition of “temporary employee/appointee shall be eligible for participation in the Institute’s benefits package as defined below if the initial temporary appointment exceeds 120 days. Benefits eligibility in this case shall begin on the first day of the first full month of employment.

All full time administrative personnel who are hired for more than 60 but less than 120 days and subsequently receive an extension of appointment for 90 days or more shall be eligible for the Institute’s benefits package as defined below on the first day of the next full month of employment following the date of extension.

All full time administrative personnel who are hired to fill temporary positions for a period of 180 days or more shall be eligible for participation in the Institute’s benefits package as defined below.

Pratt Institute benefits for full time temporary employees that are included in this package are:

1. medical insurance
2. paid holidays
3. vacation and sick leave accruals (prorated if less than a 35-hour work week)
4. participation in pension plan after eligibility has been met
5. long term disability after eligibility has been met
6. FMLA after eligibility has been met

Part time temporary employees are paid only for hours worked and must submit bi-weekly time sheets.

Please note that the Institute does not extend COBRA eligibility to any employee who has not been in benefits eligible status for 12 continuous months. This guideline shall also apply to temporary administrative personnel.