



Temporary Employees: FAQ

1. How many hours can a temporary employee work?

During the academic year, a temporary employee may work no more than 50 hours in a pay period; in the summer a temporary employee may work no more than 80 hours in a pay period.

2. Are there any options to allow a temporary employee to work more than 50 hours in a pay period during the academic year?

Yes, a temporary employee may work more than 50 hours in a pay period through Manpower, if approved by your dean/senior manager. The cost associated with hiring an individual through Manpower is a 30.39% premium in addition to the individual's rate of pay. If interested in this option, you can work directly with Manpower by calling 989-772-7220.

3. Are temporary employees allowed to take lunches?

The State of Michigan doesn't have a law that requires employers to provide lunches to employees; however, for a shift greater than 6 hours, at least a half-hour unpaid lunch is recommended. Temporary employees are required to punch in/out in the time clock system when taking a lunch break.

4. Are temporary employees allowed to take breaks?

The university is not required to provide paid breaks to temporary employees; however, at supervisor's discretion, temporary employees can be allowed the flexibility to step away as needed.

5. Can a temporary employee work over a holiday break?

Yes, if your dean/senior manager approves it.

6. Will temporary employees receive holiday pay or any other CMU benefits?

No, temporary employees do not receive benefits.

7. Can a temporary employee work remotely?

Please contact Human Resources at 989-774-2010 if they will be working remotely in the state of Michigan. If they will be working from another state, they must be hired by Manpower.