



Temporary employees may be hired as a classified or unclassified. Supervisors or managers who want to hire a temporary employee must consult with Human Resources to determine which method of hire best meets their needs. To initiate the hire of a temporary employee please contact Human Resources for the proper procedure.

Employment of a person in classified temporary non-benefits eligible position shall not exceed 999 total hours of employment in state service for a period of 12 consecutive months. If the duration of a temporary employee is to be less than 999 hours, the maximum duration of the temporary position shall be indicated by the Appointing Authority. All time worked shall count towards the 999 total hours. Each temporary appointment shall be ended no later than 12 months after its commencement, even if the appointee works fewer than 999 hours.

*Reference: K.A.R. 1-2-19; K.A.R. 1-2-85, K.A.R. 1-6-25; K.S.A. 75-2935; Executive Reorganization Order No. 41*