

WINTHROP UNIVERSITY
POSITION DESCRIPTION FOR TEMPORARY EMPLOYMENT

POSITION TITLE: _____

DEPARTMENT: _____

NAME OF SUPERVISOR: _____

NAME OF TEMPORARY EMPLOYEE: _____

DURATION OF ASSIGNMENT: _____

WILL THE WORK TAKE PLACE ON THE WINTHROP UNIVERSITY CAMPUS? **YES OR NO**

#OF HOURS PER WEEK: _____ RATE OF PAY: _____

(According to federal law under the Fair Labor Standards Act, positions that pay less than \$23,660 annually or the equivalent hourly rate of \$11.37/hour are non-exempt. Likewise, positions that do not meet the updated exemption requirements as outlined by revised (as of 8/04) FLSA regulations are non-exempt. Employees in non-exempt positions are subject to minimum wage and overtime regulations and MUST be paid on an hourly basis.)

EDUCATIONAL/TRAINING REQUIREMENTS: _____

SKILLS REQUIRED: _____

DESCRIPTION OF DUTIES: _____

Note: In some cases, consultants, event speakers, special lecturers, performers, musicians and others with unique qualifications may be classified as Independent Contractors. Independent Contractors are paid via the Contract for Professional Services (CPS) form. Please refer to Winthrop University's Procurement Services web site, <http://www.winthrop.edu/procurement/>, for the CPS form and for additional information.