


**The California State University
Office of the Chancellor
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Date: July 9, 2001

Code: HR 2001-17

To: CSU Presidents

Supersedes: HR 96-22

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **Clarification on the Casual Worker Classification**

Effective December 1, 1996, Human Resources established the Casual Worker classification in the excluded (E99) category (refer to HR 96-22). This classification is designed to cover employees who are hired on a part-time, temporary, and intermittent basis to perform non-bargaining unit work that meets the "non-exempt" criteria of the Fair Labor Standards Act (FLSA). Casual Workers perform intermittent work of limited duration such as proctoring an examination, or modeling for an art class. Casual Workers are paid on an hourly basis and are not eligible for benefits, sick leave, vacation leave or shift differential. Incumbents are not eligible to earn permanent status in the Casual Worker classification. Appointments to this classification are included when determining additional employment eligibility. Official classification information is as follows:

Class Title:	Casual Worker
Class Code:	1800
CBID:	E99
FLSA:	Non-Exempt
Salary Rate:	Refer to the CSU Salary Schedule

If you have questions or concerns, please call Human Resources Administration at (562) 951-4411. This HR Letter is also available on Human Resources Administration's web page at: <http://www.calstate.edu/tier3/HR-Adm/memos.html>

JRMcc:gc

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