Effective December 1, 1996, Human Resources established the Casual Worker classification in the excluded (E99) employee category. Use of this classification is intended for appointees hired on a temporary, part time, intermittent, basis to perform non-bargaining unit work that meets the “non-exempt” criteria of the Fair Labor Standards Act (FLSA.)

Individuals appointed to the Casual Worker classification are intended to perform intermittent work of a limited duration, for example, to proctor an examination or model for an art class. Use of this classification is not intended for temporary appointments that accommodate on-going work schedules.

Casual Workers are paid on an hourly basis and are not eligible for benefits, sick leave, vacation leave, personal holiday 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.

Casual Worker appointees will be eligible to receive holiday pay if permitted to work the number of hours in the respective holiday pay period that correspond to the entitlement of holiday pay hours (refer to Technical Letter HR/Leaves 2002-01). Also note that Casual Worker appointees may also be subject to benefits mandated by statute (e.g., jury duty) based upon the permitted work schedule/assignment. Administrators are recommended to monitor and manage the appropriate use of this classification.
Questions regarding this technical letter may be directed to Systemwide Human Resources Management at (562) 951-4411. This Technical Letter is also available on Human Resources Management’s Web site at: http://www.calstate.edu/HRAdm/memos.shtml.

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