



CSU PUEBLO NON-STUDENT HOURLY EMPLOYEE PROCEDURE

The purpose of this procedure is to ensure the university remains in compliance with administrative rules governing non-student hourly employees and is able to effectively manage costs arising from the use of non-student hourly employees. **Non-student hourly employment must be restricted to situations in which it is necessary to respond to unexpected workloads, fill a vacant position while the department evaluates the need for a permanent replacement or conducts a search, or to otherwise provide short-term assistance.** Additionally, non-student hourly positions are non-permanent positions established for a nine-month period or less. Department directors and deans must request approval to hire non-student hourly employees from their respective appointing authorities utilizing the [Request for Non-student Hourly Employee](#) and must commit to specific termination dates for these temporary employment assignments.

Before completing the Request for Non-student Hourly Employee, contact Human Resources to inquire about:

- A prospective employee's eligibility to work as a non-student hourly employee.
- A current non-student hourly employee's ability to continue working in this capacity and/or the length of time remaining to do so (with the nine-month limit).

If a prospective non-student hourly employee has only ever worked as a student employee, they must complete a demographic form and basic new hire paperwork (including Form I-9) before beginning work. Work cannot begin until all new-hire processes, including background check, are completed.

Time Limits for Non-student Hourly Employees

Non-student hourly employment is limited to nine months in any twelve-month period, with a three-month mandatory time gap before being rehired as a non-student hourly. This is a per-employee limit and all time worked for the university, whether for one department or several, is counted toward the limit. Department directors and deans must monitor non-student hourly employment to ensure that approved time limits are not exceeded.

All non-student hourly employment will be terminated at the end of the approved period. Extensions are not available. A new Request for Non-student Hourly Employee must be completed, approved, and submitted to Human Resources for work beyond the end date of the original request. The new request must be submitted to HR prior to the originally identified termination date. The duration for a non-student hourly position will not exceed nine months in a twelve-month period.

All non-student hourly employees are "employees at will" and their employment is subject to termination by either party at any time, although the termination cannot be for a reason that is contrary to applicable Federal, State, or local law.

Compensation for Non-student Hourly Employees

Non-student hourly employees who are appointed to State Personnel System job classifications (classified positions) must be paid a wage that is within the range of hourly wage rates assigned by the State Department of Personnel and Administration to the job classification. All new non-student hourly employees must be hired at the minimum rate. Exceptions to the minimum rate requirement will be rare and subject to the conditions provided for in the relevant sections of the State Personnel Director's Rules. Requests for a hiring rate above the minimum rate must be made to Human Resources.

Non-student hourly employees appointed to administrative professional assignments will be paid at an hourly rate reasonable to the nature of work requested by the department director or dean and approved by the appropriate appointing authority. The rate of pay must be shown on the Request for Non-student Hourly Employee. Non-student hourly employees will not be paid less than minimum wage.

Paid Time Off and Other Benefits

The university provides paid sick leave to employees who are not otherwise eligible for leave at the rate of 1 hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year. This leave does not roll from one year to the next and will not be paid out upon separation from employment. Non-student hourly employees are not eligible for annual leave or paid holidays.

[FAMLI](#)—the Family and Medical Leave Insurance Program under Colorado’s Healthy Families and Workplaces Act—is available to all employees who work and live in Colorado. Contact Human Resources for information.

Non-student hourly employees are not eligible for benefits. The university provides workers’ compensation insurance for employees who are injured on the job. Non-student hourly employees may be eligible for unemployment insurance.

Because the university is a Social Security exempt employer, non-student hourly employees must enroll in a retirement plan (with few exceptions).

Payments to Non-student Hourly Employees

Non-student hourly employees are normally eligible for overtime pay, but care should be taken to avoid allowing non-student hourly employees to work more than 40 hours per week. Non-student hourly employees are not eligible for compensatory time, shift differential, or call back pay. Non-student hourly employees are paid biweekly in accordance with time submission deadlines and pay dates indicated on the Payroll Master Schedule posted on Payroll’s web page.

Putting the Non-student Hourly Employee on the Payroll

Department directors and deans must ensure the documentation necessary to place non-student hourly employees on the payroll is completed and submitted to Human Resources in a timely manner. Anyone hired as a non-student hourly employee must complete basic new hire paperwork and undergo a pre-employment background check. ***To ensure that all pertinent employment laws are complied with, non-student hourly employees must not begin work until Human Resources verifies that all employment documents are submitted and approved and the background check is complete.***

Citations:

Colorado Department of Personnel & Administration—State Personnel Board Rules and Personnel Director’s Administrative Procedures 1-56, 1-74.1., 1-74.2., 4-8, 4-47, and 4-48.