

CSU-PUEBLO NON-STUDENT HOURLY EMPLOYEE MANAGEMENT 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 or other short-term situations. Department Directors and Deans must request approval to hire non-student hourly employees from their respective appointing authorities and must commit to specific termination dates for these temporary employment arrangements. A Request and Authorization for an Hourly Employee form can be obtained from the Human Resources Department and must be used for a request to hire a non-student hourly employee. Non-student hourly employees are employed as at will employees.

Classified Non-Student Hourly Employees

Non-student hourly employment for classified employees is limited to nine months in any twelve month period, with a 4 month mandatory time gap if the employee is rehired as a non-student hourly. This is a per employee limit and all time worked for the University, whether for a department or several, is counted toward the allowance. Department Directors and Deans must monitor non-student hourly employment in order to ensure that approved time limits are not exceeded. Department Directors and Deans will be notified by the Human Resource Services Department as non-student hourly employment approaches the approved time limits. The Human Resources Department and Information Technology Services will maintain an automated monitoring system to keep track of non-student hourly employment.

Administrative/Professional Non-Student Hourly Employees

Non-student hourly employment for administrative and professional employees is limited to the length of time that is necessary to accomplish the work and approved by the appointing authority or twelve months, whichever comes first. This is a per employee limit and all time worked for the University, whether for a department or several is counted toward the time limit. Department Directors and Deans must monitor non-student hourly employment in order to ensure that approved time limits are not exceeded. Department Directors and Deans will be notified by the Human Resource Services Department as non-student hourly employment approaches the approved time limits

Time Limits and Extensions

If there are compelling business reasons to extend the employment beyond the time limit that was approved, a request for an extension must be submitted to the Human Resources Department at least 2 weeks prior to the end of the approved period of employment. A request for an extension must include a complete explanation of why an extension is necessary, a request for a specific period of extension and an explanation as to how the additional time will result in completion of the business to be accomplished. All non-student hourly employment will be terminated at the end of the approved time period, unless a written authorization from the appropriate appointing authority to extend the initial time period is granted and provided to the Human Resources Department prior to the employment termination date.

Compensation of Non-Student Hourly Employees

Non-student hourly employees who are appointed to State Personnel System job classifications 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 addressed to the Human Resources Director.

Non-student Hourly employees appointed to administrative-professional classifications will be paid at the hourly rate requested by the Department Director or Dean and approved by the appropriate appointing authority. The rate to be paid must be shown on the Request and Authorization for an Hourly Employee form.

Paid Time Off and Other Benefits

Non-student hourly employees are not eligible for paid time off such as vacation, sick leave or paid holidays. Non-student hourly employees may be eligible for health insurance under certain circumstances. Non-student hourly employees may be eligible for Workers' Compensation and Unemployment Insurance. In most cases non-student hourly employees must enroll in a retirement plan. Department Directors and Deans must consult with the Human Resources Department concerning non-student hourly employee benefits eligibility prior to hiring a non-student hourly employee in order to ensure compliance with federal law and to ensure that all costs are recognized in planning for the employment of non-student hourly staff.

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 once per month, at mid month.

Putting the Non-Student Hourly Employee on the Payroll

Department Directors and Deans must ensure that the paperwork necessary to place non-student hourly employees on the payroll is completed and submitted to the Human Resources Department in a timely manner in order to ensure that the employee is paid on time. The Human Resources Department can provide assistance if necessary. In order to ensure that all pertinent employment laws are complied with, non-student hourly employees must not begin work until after all the employment documents are submitted and approved.

Citations:

Colorado Department of Personnel & Administration- Personnel Rules 3-9, 4-7 and 4-8.