MEMORANDUM

To: All Departmental and Hiring Supervisors

From: Paul D. Thomas, Chief Human Resources Officer

Subject: Employment of Temporary Part-time (Casual Labor) and Student Workers

Date: December 6, 2016

Effective Jan. 1, 2017, all non-faculty, part-time, temporary employees will be limited to a single job appointment during a given appointment period. This includes all part-time hourly, part-time salaried, graduate assistant, undergraduate and graduate student worker, and federal work study employees.

- All non-student, part-time, temporary employees will be limited to 25 hours per week. Non-student employees may be permitted to work additional hours during peak periods provided their weekly average does not exceed 25 hours over the course of the fiscal year.

- All student employees will be limited to 20 hours per week during the semester and 40 hours per week when classes are not in session or between semesters. Their weekly average may not exceed 25 hours over the course of the fiscal year as well.

Departments wishing to hire temporary employees or students employed by other departments may jointly hire the individual so long as the weekly hours do not exceed the above limits. In this instance, the employee will be hired by one department (primary) and partially funded by the other (secondary). The primary department will be responsible for monitoring and approving time. The sharing departments will agree on which department is to serve as the primary department.

Only those jobs that meet the requirements for exemption under the Fair Labor Standards Act (FLSA) may be paid a flat monthly rate. No non-faculty temporary employee may be employed at flat rate less than the equivalent of $455 ($913 pending) per week. Requests to pay a flat rate must include a detailed job description and must be reviewed for FLSA compliance by Human Resources.

All hiring paperwork must be completed and approved prior to the first day of work for new and continuing employees.

This includes the following:
- An approved Personnel Action Form
- I-9 Form
- W-2
- Background Check
The hiring supervisor is responsible for verifying through Human Resources before permitting or instructing an employee to report to work.