June 29, 2018

Dear Deans, Department, School and Unit Heads, and HR Liaisons:

As we begin a new fiscal year on July 1, 2018, UNLV is reaching out to all deans, senior management, department heads and supervisors to emphasize that temporary hourly employees may not exceed 1,000 hours of work in a fiscal year. A copy of the directive regarding the hiring of temporary hourly employees, including the use of personnel hired through staffing or placement agencies, is being provided for your information and review.

The directive emphasizes a university standard for the utilization of temporary hourly employees, which assists with effective planning and management of departmental budgets and clarifies limits on the use of such employees.

This directive and the procedures contained therein apply to non-instructional temporary hourly employee positions only. They do not apply to part-time instructional faculty.

This directive reflects the existing Nevada System of Higher Education Code and Procedures and Guidelines Manual provisions which limit all temporary hourly employees to 1,039 hours of work each fiscal year. Be aware that UNLV will end temporary hourly employment once an individual reaches a total of 1,000 hours worked at any time during the fiscal year.

This directive prohibits the re-hiring of a temporary hourly employee for another temporary hourly position in any of its departments, even if hired through a staffing or placement agency, in that fiscal year. Once a temporary hourly employee reaches 1,000 hours during the fiscal year, that individual must wait until the next fiscal year to seek reemployment as a temporary hourly employee. The administrative directive provided with this notice is designed to help monitor and ensure appropriate hiring procedures are followed.

UNLV will hold informational sessions to answer questions about the existing NSHE Code and Procedures and Guidelines provisions as well as this directive, and how they may affect your department, school, or unit. Details on sessions will follow.

In the meantime, we understand that you may have questions about the directive, which may be directed to Connie Nolan at 702-895-4095 or Liliana Magana at 702-895-1374. If you are currently utilizing temporary hourly employees, or plan to utilize temporary hourly employees within your department, school, or unit, please contact Connie Nolan at 702-895-4095 or Liliana Magana at 702-895-1374 to discuss your staffing needs and to ensure proper hiring and utilization of such employees.

Jean Vock, Vice President, Finance and Business / CFO
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