University of Nevada, Las Vegas
1000 Hour Employee Directive Training
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Nevada System of Higher Education Procedures and Guidelines provide:

- Temporary hourly positions are permitted to meet short term temporary needs.
- Temporary hourly positions are not to exceed 1,039 hours in a fiscal year.
- Intended for work performed on a part-time basis.
- Employees who work more than 1,039 hours in a fiscal year are eligible for participation in the Public Employee Retirement System (PERS).
Clarification of UNLV Practice
Regarding Temporary Hourly Non-Instructional Employees

- Directive issued on June 30, 2018 by Jean Vock, Vice President, Finance and Business / CFO and Barrett Morris, Acting Chief Human Resources Officer.

- The Directive does not change or revise the System’s or UNLV’s policies.

- Intent was to reiterate and reinforce the policies already in place to eliminate any confusion and to ensure uniform application.
Why Clarify UNLV Practice?

- Assessment of the University’s historic and recent use of temporary employees.
- Departments hiring non-instructional employees.
- Classified as temporary; most working on an intermittent basis.
- Upon reaching 1,039 hours in a fiscal year some were told that they could not continue to work as a UNLV temporary employee.
Why Clarify UNLV Practice?

• Temporary UNLV employees referred to a temporary placement agency and assigned back to UNLV through the agency to work the same duties/position.

• Total hours employee worked during the fiscal year greater than 1,039 hours.

• Hired again as temporary employee at the following fiscal year.

• Practice implicated PERS participation and contributions.
1,000 Hour Temporary Employee Directive

- Directive applies to non-instructional hourly employees who work on a temporary basis, whether on an intermittent or defined schedule.

- Departments, Schools, Units and UNLV cannot use non-instructional hourly employees on a temporary basis for more than 1,000 hours in a fiscal year.

- UNLV employment is automatically terminated at 1,000 hours.
1,000 Hour Temporary Employee Directive

- Employee who reaches 1,000 hour limit cannot return to work at UNLV during the fiscal year through any other source, including through placement from a temporary staffing agency.

- Why terminate at 1,000 hours? This helps avoid any inadvertent overage of the 1,039 hour limitation established by the System for temporary employees.
1,000 Hour Temporary Employee Directive

Employing Departments, Schools, or Units are responsible for the following:

- Onboarding the temporary employee
- Orientation
- Monitoring hours worked during fiscal year
- Immediately stop scheduling work once the temporary employee reaches 1,000 hours
- Notify the Department of Human Resources that the temporary employee has reached 1,000 hours
- Initiate termination
What is Prohibited?

• No more work in the fiscal year once the non-instructional temporary hourly employee reaches 1,000 hours

• This includes the subsequent assignment of any such employee to the University through a staffing or placement agency or other third party

• No referrals of the employee to, or recommendation to apply with, a staffing or placement agency in order to continue to work for the University during the fiscal year.

• Do not repeatedly hire non-instructional temporary hourly employees in lieu of filling vacant positions.
Process for Employing Department, School, or Units
• Onboarding
• Orientation
• Monitoring Employee Use
• Offboarding
1. Determine need for the temporary hourly employee hire(s) within the unit.
2. Complete Requisition for Temporary Hourly Employee and obtain the approval of the [employing department head, Dean or appropriate Vice President] to create and fill a temporary hourly position.
3. Receive temporary hourly employment application from candidate(s).
4. Review candidate applications and select best qualified.
5. **Review Workday to determine if selected candidate has prior employment with the University within the fiscal year and the number of hours worked to date within the fiscal year.**
6. Conduct any necessary reference and/or background checks prior to an offer being made.
7. Candidates approved for the temporary hourly employment must not have been under any of the following:
   a. Special separation agreement prohibiting employment with the University under that agreement.
   b. Involuntarily terminated from regular employment at the University
   c. Previously worked at the University and is not eligible for rehire

8. No later than the first day of work, candidate must complete the following:
   b. Federal tax withholding form
   c. Employee data forms
Orientation

1. Employing department, school, and unit managers are responsible for providing appropriate University and/or department orientation to temporary hourly employees.

2. Departments are required to ensure that temporary hourly employees are aware of all University procedures.

3. Provide all temporary hourly employees with a copy of the Temporary Employee Information Sheet upon the start of employment and obtain the employee’s signature and date (Exhibit B of Directive)
Why Monitoring is Necessary

• Each employing department, school, or unit is required to regularly monitor the total hours each temporary hourly employee works during the fiscal year.

• Ensures that the use of 1,000 hour employees workers is in compliance with both the Nevada law and PERS laws and regulations.

• If a temporary hourly employee works more than 1,039 hours within the fiscal year, the department, school or unit and employee are responsible for making retroactive retirement contributions to PERS.

• Work performed through the subsequent placement of a 1,000 hour employee through a temporary agency is not an exception. The time counts as work for UNLV.
1. Once the temporary hourly employee has reached 1,000 hours worked during the fiscal year, no more work may be scheduled.

2. Approximately one week prior to the temporary hourly employment end date the employing department, school, or unit must prepare an Exit Checklist to retrieve all University property and delete all access to university administrative systems.

3. Prior to initiating termination, obtain Human Resources review of the business process as may be required.
4. Initiate termination of the temporary hourly employee, including notifying the employee of termination because the 1,000 hours limit in the fiscal year was reached

5. You may tell the employee that they are eligible to return as a temporary hourly employee when the new fiscal year starts on July 1.
UNLV Human Resources, through salary administration, may be contacted at ext. 5-3504 to discuss options regarding 1,000 Hour employment.
QUESTIONS?