

Temporary Hourly Employee Directive

At times, the University may hire temporary hourly employees to meet short-term needs such as: (1) on a project, event, or contingency basis; (2) to substitute for employees on an extended, approved leave of absence; or (3) when the workload exceeds the ability of the regular staff to accomplish the work in a timely manner.

I. General Employment Terms and Conditions

A department, school, or unit may recommend the hiring of temporary hourly employees to provide capable personnel to staff the University's short-term employment needs. The employing department, school, or unit shall confirm that the proposed candidate is not currently working for the University, and must determine if the proposed candidate is a PERS retiree.

Temporary hourly employees are employed at-will and may be terminated at any time without cause or notice for lawful reasons. Nevada System of Higher Education, Procedures and Guidelines Manual, Chapter 17, Section 3.

Temporary hourly employees may work a defined schedule or intermittently as needed. They are paid on an hourly basis and must record all time worked each day. Temporary hourly employees must contribute to the FICA Alternative Retirement Plan, may participate in the voluntary supplemental 403(b) and deferred compensation (457) plans, and are otherwise not eligible for any University benefits.

Temporary hourly employees must not work more than 1,039 hours in a fiscal year, July 1-June 30. It is University procedure to automatically terminate a temporary hourly employee once he or she reaches 1,000 hours worked, unless there are exceptional circumstances.

The employing department, school, or unit is responsible for monitoring of the total hours each temporary hourly employee has worked or will be working during the fiscal year. This is especially important to ensure that the department, school, or unit's use of such workers is in compliance with both the Nevada Revised Statutes (NRS) and the Public Employees' Retirement System (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.

The Nevada System of Higher Education Code provisions regarding nepotism apply to all temporary hourly employees.

II. Duration and Termination of Temporary Hourly Employment

All temporary hourly employees are limited to a maximum of 1,000 hours per fiscal year. Temporary hourly employees must be terminated upon reaching the maximum hours.

It is the employing department, school, or unit's responsibility to stop scheduling a temporary hourly employee once they reach 1,000 hours; to notify the Department of Human Resources that the hours limit was reached; and to initiate termination of the temporary hourly hire.

Under no circumstances shall a temporary hourly employee work more than 1,039 hours in a fiscal year.

III. Onboarding and Offboarding Processes

Employing departments, schools, or units are to follow the onboarding and offboarding processes described in *Attachment A* to this policy.

Once hired temporary hourly employees must be provided the information in *Attachment B* to this policy.

IV. Prohibitions

This directive prohibits the University and any of its employing departments, schools, or units from further engaging during the fiscal year any temporary hourly employee who has reached the 1,000 hour limit. This prohibition includes the subsequent assignment of any such employee to the University through a staffing or placement agency or other third party. For any temporary hourly employee who has reached the 1,000 hour limit, the employing department, school, or unit may not refer that employee to, or recommend that they apply with, a staffing or placement agency, or any other third party, in order to continue to work for the University during the fiscal year.

An employing department, school, or unit shall not repeatedly hire temporary hourly employees in lieu of filling a vacant position.

Attachment A

On Boarding and Off Boarding of Temporary Employees

I. Onboarding

The University's intent is to hire qualified, temporary hourly employees to fulfill short-term staffing needs. The process is initiated with the employing department, school, or unit assessing its requirements, determining if hiring a temporary hourly employee is in the best interest of the University, the employing department, school, or unit, and is within that department, school or unit's ability to fund. If the employing department, school, or unit decides hiring a temporary hourly employee is the optimal solution to achieve its short-term goals, it is to follow the procedures outlined in this below to begin the hiring process.

A. Employing Department, School, or Unit Process

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:
 - a. Employment Eligibility Verification, Form I-9.
 - b. Federal tax withholding form
 - c. Employee data forms

B. Orientation

1. Employing department, school, and unit managers are responsible for providing appropriate University and/or department orientation to temporary hourly employees. Departments are required to ensure that temporary hourly employees are aware of all University procedures.
2. All temporary hourly employees must be provided with copy of Attachment B to this directive upon the start of temporary hourly employment.

II. Offboarding

A. Employing Unit Process

1. The employing department, school, or unit is responsible for regular monitoring of the total hours each temporary hourly employee has worked or will be working during the fiscal year.
2. Once the temporary hourly employee has reached 1,000 hours worked during the fiscal year, no more work may be scheduled.
3. 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.
4. Initiate termination of the temporary hourly employee, including notifying the employee of termination because the hours limit was reached. Prior to initiating termination, obtain Human Resources review of the business process as may be required.

B. Human Resources Processes

1. Process the appropriate transaction and coding to terminate the temporary hourly employee.
2. Code the employee as temporary hourly employee, not eligible for further employment if the employee has reached the 1,000 hour limit for the fiscal year.

Attachment B

Temporary Hourly Employee Information Sheet

Welcome to working at the University of Nevada, Las Vegas. You have been hired to work as a temporary hourly employee for the current fiscal year. This Information Sheet is provided to all temporary hourly employees working for the University. It contains basic information about your employment with us.

Employment Status. All temporary hourly employees are employed at-will. This means that the University or you may terminate your employment at any time without cause or notice for lawful reasons.

Hours Worked and Compensation. Work schedules may vary with each assignment. You will be granted a 15 minute paid break for each 4 hour period of work, to be taken at the middle of the work period. If you work more than 6 hours, an unpaid lunch period of at least 30 minutes is granted. The lunch break should be taken in the middle of your work shift.

You will be paid on an hourly basis for each hour worked. You must timely record all hours worked using the University time reporting system.

Overtime. Overtime is earned at a rate 1.5 times the hourly wage for all hours worked over 40 per work week consistent with federal and Nevada state law. If your department, school, or unit requires occasional mandatory overtime as a condition of employment it will be explained during the interview and selection process.

Hours Worked Limitation. The University requires that all employees hired on a temporary hourly basis work no more than 1,039 hours in a fiscal year. Our fiscal year runs from July 1 through June 30. However, it is also University directive to automatically terminate a temporary hourly employee once the employee has reached 1,000 hours worked, unless there are exceptional circumstances.

Medical Insurance. NSHE adheres to the requirements of the Affordable Care Act (ACA). You are considered a part-time variable hour employee. Hours will be measured during the first 10 months of employment to determine eligibility for medical benefits for the following 10 months, also known as stability period. You will be eligible for benefits during the stability period in the event that you work at least 1,300 hours over the 10-month measurement period.

Retirement. Temporary hourly employees are mandated to participate in the FICA Alternative Plan. As we have stated temporary hourly employment is not to exceed 1,039 hours in a fiscal year. If you exceed 1,039 hours in a fiscal year, your employment is terminated and the department, school, or unit and the employee will be responsible for retroactive contributions to PERS. All hours worked up to 40 hours per work week are

included in determining PERS eligibility; hours worked over 40 per work week are excluded.

Voluntary Retirement Plans. You are eligible to participate in two voluntary retirement plans, the Supplemental 403(b) Plan and the Deferred Compensation (457) Program. These plans allow you to save for retirement on a pre-tax basis.

Leave. You are ineligible to accrue and take paid leave or to take unpaid leave.

Holidays. You are ineligible for paid holidays and additional pay for time worked on holidays.

Breaks in Service. Breaks in service between temporary hourly employment and employment in other capacities for the University is not required. Time worked in a temporary hourly position does not count toward seniority, leave accruals, evaluations or status. 2) Pay earned as a temporary hourly employee will not be considered to determine base pay for a different employee type. 3) Time spent as a temporary hourly employee counts toward PERS eligibility if you are hired into an intermittent classified position with similar duties. In all other cases, PERS contributions begin on the first day of the classified employment.

Acknowledgment: By signing below I acknowledge that I have received and reviewed the University of Nevada Las Vegas Temporary Hourly Employee Information Sheet providing information regarding certain terms and conditions of my temporary hourly employment with the University.

Signature

Date:_____