

HUMAN RESOURCE SERVICES MANUAL

SECTION 4: NON-STUDENT HOURLY EMPLOYEES

Employment Policy

It is University policy that non-student hourly employment be restricted to those individuals employed to meet unexpected work loads or other short-term situations.

Non-student hourly employment is limited to six months in any twelve month period. This is a per employee limit and all time worked for the University, whether for one department or several, is counted toward the allowance. Departments will be notified by the Human Resource Services Department as non-student hourly employees approach their employment limits. Under state law, a supervisor who allows non-student hourly employment to exceed the above statutory limits may be held personally liable for the payment of wages due for work performed in excess of the prescribed limits.

Students regularly enrolled in a Colorado high school or any institution of higher education are granted exemption from the above provisions, provided that verification of student status is submitted to the Human Resource Services Department by March and October for each school term of each year. The Verification Of Student Status At Other Institutions form is located in Section 11: Forms and Related Instructions, Non-Student Hourly Employees.

Since departments may directly hire non-student hourly employees it is essential that department personnel fully comply with the University's nondiscrimination policy and the employment of minors provisions outlined in Section 1, General Provisions.

Compensation of Non-Student Hourly Employees

1. Hourly employees appointed to state classified job classifications must be paid at the minimum hourly rate of the pay grade assigned to the job classification.
2. Hourly employees appointed to administrative-professional classifications (008XXX-009XXX) are paid at the hourly rate assigned by the employing department on the appointing Non-Student Hourly Initial Employment Form.
3. Hourly employees may not be appointed as professor (007420), associate professor (007450), assistant professor (007480), graduate assistant (009980), post-doctoral fellow (009990), veterinary intern (009940), clinical psychology intern (009930), veterinary resident (009950), fellowship grant trainee (009991), or student (999XXX) classifications.

Leaves and Other Benefits

Non-student hourly employees are not eligible for benefits or for paid time off such as vacation, sick leave or paid holidays. They are covered, however, by Workers' Compensation and Unemployment Insurance, and, except for PERA retirees, must enroll in the PERA retirement plan.

Payments to Non-Student Hourly Employees

1. Hourly pay rates for non-student hourly employees appointed to state classified job classifications are listed in the University's compensation plan (see Appendices 7 and 8).
2. Non-student hourly employees are paid biweekly in accordance with the schedule in Appendix 2.
3. Non-student hourly employees are normally eligible for overtime pay. Refer to Section 1, General Provisions, for a complete discussion of overtime.
4. Non-student hourly employees are not eligible for compensatory time, shift differential or call back pay.

HUMAN RESOURCE SERVICES MANUAL

SECTION 4: NON-STUDENT HOURLY EMPLOYEES

Data Forms Required

Forms must be promptly submitted to establish the individual on the files of the personnel and payroll system. Data submitted should be kept current to ensure proper reports and pay. Refer to Section 11: Forms and Related Instructions for copies of forms and additional information.

1. Non-Student Hourly Initial Employment Form

The Non-Student Hourly Initial Employment Form is the appointment document and provides primary data input to the personnel-payroll system. The top section of the Initial Employment Form is to be completed by the new employee, and the bottom section of the form is completed by the department and input into the Personnel/Payroll System for electronic approval as soon as possible after the hiring decision has been made. Changes to existing employees are keyed directly into the Personnel/Payroll System for approval as well.

2. Payment Disposition Action Form

The Payment Disposition Data form designates the bank to which an employee's pay will be deposited. This form should be completed by the employee and forwarded by the employing department, along with the Personnel Action Data Form and W-4 form, to the Human Resource Services Department.

3. Withholding Exemptions

Form W-4, the Employee's Withholding Exemption Certificate, designates the rate at which Federal and State income taxes will be withheld from an employee's pay. Exemption W-4 certificates are valid for one year only and must be completed by February 15 of each year.

When an employee is working in a state other than Colorado, they must also complete an Out-Of-State Work Location Information Sheet to ensure that the correct state income taxes are withheld.

4. Biographical Data

The University is obligated to collect certain biographical data (gender, ethnic origin, disability status, and veteran status) to meet various state and federal reporting requirements. The Initial Employment Form is used to voluntarily collect this information from the employee, and the department is responsible for the input of this information into the HR database system. Since providing this information is voluntary on the part of the employee, the University does not penalize anyone for refusing to provide it, and an employee should not be asked to submit information against his will. Additionally, under the Americans with Disabilities Act, employers are required to keep health-related and disability information separate from other employee information. Therefore, if departments want to retain the Data Collection forms for their records, they must be kept separate from the departmental personnel files.

5. Hourly Timesheet

The supervisor should record all hours worked on the Hourly Timesheet (instructions are included in Section 11).

6. Overtime Approval and Recording

Overtime (over 40 hours of work per week) must be approved in advance by an authorized individual on the Overtime Usage Request and Authorization Certificate of Performance of Overtime (Form FR 30-1-73).

HUMAN RESOURCE SERVICES MANUAL

SECTION 4: NON-STUDENT HOURLY EMPLOYEES

7. PERA Member Information Form/PERA Exclusion Form

Employees must complete either the Member Information Form or the PERA Exclusion Form, as appropriate.

8. Employment Eligibility Verification Form (Form I-9)

The I-9 Form must be completed within three days of commencing work.

9. Statement Concerning Your Employment in a Job Not Covered by Social Security (Form SSA-1945)

Effective January 1, 2005, all new hires must sign a notice (Form SSA-1945) attesting to the fact that they are aware of a possible reduction in their future Social Security benefit entitlement. Departments should give the required notice to employees prior to the start of employment and forward the original signed Form SSA-1945 to the Human Resources Record's Unit before final approval of the new hire can be made.