



## **POLICY MANUAL**

### **EMPLOYMENT**

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**Number 397**

**Subject: Hourly Employment**

**Covered Employees: Hourly Employees**

**Date of Origin: January 24, 1997**

**Effective Date of Last Revision: July 1, 1999**

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#### **397.1 POLICY**

The Student, Part-time and Temporary Employment Office and the Office of Human Resources are the official employment entities for hourly employment and assure nondiscriminatory, equal opportunity practices in advertising, screening, and/or testing applicants without regard to race, color, religion, sex, national origin, age, disability, veteran's status, or sexual orientation.

Utah State University is committed to hiring only United States citizens or aliens lawfully authorized to work in the United States.

The University will only employ minors in accordance with applicable state laws and rules and federal laws and regulations.

Hourly employees are regarded as "at-will" employees (see policy 390).

Any questions regarding the hiring of hourly employees should be directed to the Student, Part-time and Temporary Employment Office or the Office of Human Resources.

Qualified student/student spouse applicants will be given priority for half-time and less than half-time hourly positions at the University. Undergraduate and graduate students may not work in University positions requiring more than 90 hours of work per month except during regularly scheduled break periods between semesters or holiday break periods.

This policy does not apply to extra-service employment by budgeted faculty and staff, graduate and research assistants, or temporary academic appointees based on specialized skills or achievements in teaching or research, and emergency temporary coverage for sudden loss of classroom or laboratory staff while the opening is being advertised.

## **397.2 DEFINITIONS**

### **2.1 Hourly Employee**

Any part-time (generally less than 50% time) and/or temporary employee whose name does not appear in the University budget. Hourly employees are not benefit-eligible and only receive FICA, unemployment insurance, and workers' compensation insurance. Hourly service does not accrue as seniority credit for benefits available to benefit-eligible employees if an hourly employee is later appointed to a benefit-eligible position. Hourly employees are not covered by any other policies unless specifically stated.

### **2.2 Student**

Any of the following:

An undergraduate taking at least 12 credit hours per semester;

A graduate student taking at least 9 credit hours, or at least 6 credit hours and employed as a graduate assistant for at least 15 hours per week, or, following the completion of coursework, 3 credit hours of thesis/dissertation per semester;

An individual who has been accepted for enrollment for at least 12 credit hours the next academic semester.

### **2.3 Part-time Student**

An individual taking from 1-11 credit hours per semester.

### **2.4 Student Spouse**

An individual legally married to a student.

### **2.5 Temporary Position**

An hourly position lasting 4 months or less on either a full- or part-time basis.

### **2.6 Minor**

An individual between the ages of 16 and 18.

## **397.3 PROCEDURES**

### **3.1 Office of Responsibility**

The Student, Part-time and Temporary Employment Office has responsibility for part-time hourly positions that are paid hourly and are 20 hours per week or less and full-time temporary positions. The Office of Human Resources has responsibility for hourly positions that are more than 20 hours per week.

### **3.2 Open Positions**

(1) Hourly positions of 20 hours per week or less and temporary positions are opened by notifying the Student, Part-time and Temporary Employment Office using the Student/Temporary Employment Requisition.

(2) Hourly positions of more than 20 hours per week are opened by submitting an Advertising Request form to the Office of Human Resources.

(3) Positions will be advertised through the Student, Part-time and Temporary Employment Office for a minimum of one working day and/or until at least three applicants have been referred to the hiring department.

(4) All open positions will be posted for at least the minimum time on the Student, Part-time and Temporary Employment Office and/or Office of Human Resources Job Boards.

(5) International students must obtain a work authorization form from the International Students and Scholars Office before applying for an open position.

### **3.3 Selection and Hiring**

(1) The hiring department will notify the responsible office (Student, Part-time and Temporary Employment or Office of Human Resources) as soon as an employment decision has been made so the posted position can be removed from the Job Board.

(2) The hiring department will complete a Student/Temporary Employment Data (STED) form and an Employment Eligibility Verification form (I-9) and submit them to the responsible office (Student, Part-time and Temporary Employment or Office of Human Resources) as soon as possible. Federal law mandates that new hires be reported within 20 days of the date of hire. W-4 forms of citizens and resident aliens must accompany the STED form. All non-resident aliens must fill out the W-4 form in the Controller's Office.

(3) If an employee is hired and these procedures have not been followed, he or she will be immediately dismissed. The department will be required to advertise the position and the released employee may be a candidate for the opening.

### **397.4 RESPONSIBILITY**

#### **4.1 Office of Human Resources and Student, Part-time and Temporary Employment Office**

It is the responsibility of these offices to ensure adherence to fair and equitable hiring practices.