

CSU PUEBLO NON-STUDENT HOURLY EMPLOYEE MANAGEMENT PROCEDURE

The purpose of this procedure is to ensure the university remains in compliance with administrative rules governing non-student hourly employees and is able to effectively manage costs arising from the use of non-student hourly employees. Non-student hourly employment must be restricted to situations in which it is necessary to respond to unexpected workloads or other short-term situations. Department directors and deans must request approval to hire non-student hourly employees from their respective appointing authorities and must commit to specific termination dates for these temporary employment arrangements. The Request Non-Student Hourly Employee is available from the Office of Human Resources & Institutional Equity (HRIE) web page and is required to hire a non-student hourly employee. Non-student hourly employees are employed as at will employees. Contact HRIE to inquire about:

- A prospective employee's eligibility to work as a non-student hourly employee
- A current non-student hourly employee's ability to continue working in this capacity and/or the length of time remaining to do so

If a prospective non-student hourly employee has only worked as a student employee, they must complete a demographic form and basic new hire paperwork (including Form I-9) before beginning work.

Classified Non-Student Hourly Employees

Non-student hourly employment for classified employees is limited to nine months in any twelve-month period, with a four-month mandatory time gap if the employee is rehired as a non-student hourly. This is a per-employee limit and all time worked for the university, whether for one department or several, is counted toward the allowance. Department directors and deans must monitor non-student hourly employment to ensure that approved time limits are not exceeded.

Administrative Professional Non-Student Hourly Employees

Non-student hourly employment for administrative and professional employees is limited to the length of time that is necessary to accomplish the work and approved by the appointing authority or twelve months, whichever comes first. This is a per-employee limit and all time worked for the university, whether for one department or several, is counted toward the time limit. Department directors and deans must monitor non-student hourly employment to ensure that approved time limits are not exceeded.

Time Limits and Extensions

If there are compelling business reasons to extend the employment beyond the time limit that was approved, a request for an extension must be submitted to HRIE at least two weeks prior to the end of the approved employment period. A request for an extension must include a complete explanation for why an extension is necessary, a specific period of extension, and an explanation as to how the additional time will result in completion of the business to be accomplished.

All non-student hourly employment will be terminated at the end of the approved period, unless a written authorization from the appropriate appointing authority to extend the initial time period is granted and provided to HRIE prior to the employment termination date.

Compensation of Non-Student Hourly Employees

Non-student hourly employees who are appointed to State Personnel System job classifications (classified positions) must be paid a wage that is within the range of hourly wage rates assigned by the State Department of Personnel and Administration to the job classification. All new non-student hourly employees must be hired at the minimum rate. Exceptions to the minimum rate requirement will be rare and subject to the conditions provided for in the relevant sections of the State Personnel Director's Rules. Requests for a hiring rate above the minimum rate must be made to HRIE.

Non-student hourly employees appointed to administrative-professional classifications will be paid at the hourly rate requested by the department director or dean and approved by the appropriate appointing authority. The rate to be paid must be shown on the Request for Non-Student Hourly Employee.

Paid Time Off and Other Benefits

Non-student hourly employees are not eligible for annual leave or paid holidays. Effective January 1, 2021, pursuant with bill [SB20-205](#), the university provides paid sick leave to employees who are not otherwise eligible for leave accrued at the rate of 1 hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year.

Because the university is a social security exempt employer, non-student hourly employees must enroll in a retirement plan (with few exceptions). Non-student hourly employees may be eligible for Workers' Compensation and Unemployment Insurance. Non-student hourly employees may be eligible for health insurance under certain circumstances. Department directors and deans must consult with HRIE concerning non-student hourly employee benefits eligibility prior to hiring a non-student hourly employee to ensure compliance with federal law and to ensure that all costs are recognized in planning for the employment of non-student hourly staff.

Payments to Non-Student Hourly Employees

Non-student hourly employees are normally eligible for overtime pay, but care should be taken to avoid allowing non-student hourly employees to work more than 40 hours per week. Non-student hourly employees are not eligible for compensatory time, shift differential, or call back pay. Non-student hourly employees are paid once per month with the mid-month payroll.

Putting the Non-Student Hourly Employee on the Payroll

Department directors and deans must ensure the documentation necessary to place non-student hourly employees on the payroll is completed and submitted to HRIE in a timely manner to ensure the employee is paid on time. Anyone hired as a non-student hourly employee must complete basic new hire paperwork. ***To ensure that all pertinent employment laws are complied with, non-student hourly employees must not begin work until after all the employment documents are submitted and approved.***

Citations:

Colorado Department of Personnel & Administration—Personnel Rules 3-9, 4-7, and 4-8.