

Classified Temporary Support Staff Appointment Request

Instructions: Please consult with Human Resource Services to determine appropriate classification and other terms of appointment. Department is responsible for completing this form and obtaining hiring approval signatures (Part V) **before** the start of the temporary assignment. New employees must complete new hire paperwork with the Service Center (Britt Hall, 2nd floor) on their first day. Appointee resume is required and a criminal background check may be required. Page One is the hire request. Page Two is the employment contract. **Note:** Students enrolled in six or more credits per term cannot be appointed to a temporary support staff position. This limitation includes summer break if the student is enrolled for the fall term. Contact the Service Center for guidance on Student Employment.

Part I / Temporary Support Staff – Appointee (Must Attach Appointee Resume to this Form)

Name (Last, First): _____ Contact Number: _____
 Is the appointee a current SOU employee? No Yes If yes, type: Classified Admin Faculty Temp Student
 If Yes, Department may be liable for overtime if the combined total hours worked during a week is more than forty, or more than eight hours in a day.

Part II / Position Information

Physical Work Location: Ashland Medford Other (State): _____ Is this a grant-funded position? Select
 Start date: _____ End date: _____ HR Approved Classification Title: _____

Note: Pay periods begin on the 13th of the month and end on the 12th of the following month. Hours worked June 13-30 will fall in the *next* FY budget cycle. It is the department's responsibility to ensure actual hours worked for temporary appointments are entered into Web Time Entry and to terminate the appointment when 1040 hours are reached. Hours worked will ultimately determine the position's eligibility for benefits and retirement.

Reason for Appointment: A temporary appointment must not exceed 1040 hours within a 12-month period (i.e. 6 months at full-time); however, extensions may be requested under certain circumstances.

Unexpected workload need (emergency) Short-term workload need (seasonal)
 One-time, non-recurring workload need (special projects) Current employee on approved leave
 Extension of previously approved temporary appointment due to: 1) the work to be performed continues **AND** 2) there is no reasonable alternative to getting the work done.

Approximate number of hours temporary employee will work: _____ Hourly rate: \$ _____ Not to exceed: \$ _____
 Anticipated Work Schedule (circle): S M T W TH F S Shift: start end Appointment Basis: Select

Description of Duties (This position may be a mandated reporter. For additional information, please see "Conditions of Employment" (page 2).)

Based on the duties, is this position designated as a critical, security-sensitive or safety-sensitive per [SOU Policy](#)?
 No Yes If yes, must complete and return [Consent for Background Check Form](#) to HRS (Churchill Hall, Room 159; Fax 541-552-8508).

Part III / Department Information

Supervisor (Print): _____ Contact Number: _____
 Division/Department: _____ Pay Index Code/Split: _____ / _____
 Web Time Entry: Approver: _____ Proxy/Proxies: _____

Part IV / Hiring Approval Signatures

1. Supervisor _____ Date _____ 2. Director _____ Date _____ 3. Vice President/Provost _____ Date _____
 4. Human Resources _____ Date _____ 5. Budget _____ Date _____

FOR INTERNAL USE ONLY - HR Assists Department in Initiating Form → Approvals → Budget → HR → Service Center (New Employees Only) → HR → Payroll

HUMAN RESOURCES			BENEFITS			PAYROLL			BUDGET						
FUNCTION	DATE	INITIALS	FUNCTION	DATE	INITIALS	FUNCTION	DATE	INITIALS	FUNCTION	DATE	INITIALS	FUNCTION	VALUE	INITIALS	
BANNER DATA ENTRY			PEBB			PEALEAV			NBAPBUD			NOC CODE			
NOC CODE _____	LOC CODE _____		PERS / ORP				NBAPOSN			LOC CODE					
COPY PAYROLL/BENEFITS			PDAEDN				POSITION#								
CLASS CODE _____			PWOAEMP			NBAJOBS			Annual Hourly FTE Salary				\$		
PERSONNEL FILE			BENEFITS FILE				Annual Adjusted Appointment Salary				\$				
FLSA EXEMPTIONS Basis _____, Level _____, Duties E A P,															

Conditions of Employment for Classified Temporary Support Staff

Welcome to Southern Oregon University. As part of the employment process, the Internal Revenue Service requires the employers to record the employee's name and social security number from the social security card for wage reporting purposes. The Immigration and Reform and Control Act of 1986 requires the employees to attest to his/her employment eligibility no later than the first day of employment through completion of section one of the I-9 Form. Additionally, identity and employment authorization must be provided within three business days of your date of hire. A list of acceptable documents is included on the back of the I-9 Form and the form can be located at <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. The SOU Service Center may be contacting you to schedule an appointment to complete new hire paperwork.

The terms of this appointment are governed by Oregon law, regulations, the State Employees International Union Collective Bargaining Agreement (SEIU CBA), and applicable SOU policies. A full listing of all SOU Policies may be found at <https://inside.sou.edu/policies/all-policies.html>. This temporary support staff appointment does not assure or imply appointment to a regular position at SOU. Your supervisor will notify you if the termination date is earlier than that noted below. This temporary support staff appointment may be terminated at any time at the discretion of the appointing authority. Should the termination date be earlier than noted below, your supervisor will notify you accordingly.

Your appointment will include periods when you may not be called for work, as well as, periods when you may be called consecutively for a number of days. You will be scheduled to work with advance notice whenever possible. Hours worked by intermittent employees are submitted at the end of each pay period. The pay period always begins on the 13th of the month and ends on the 12th of the following month. Payday is the last business day of the month. Hours are entered into Web Time Entry and additional information can be found at <http://inside.sou.edu/sc/wte.html>.

Where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the regular rate for that week is the weighted average of such rates. That is, the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs. In addition, section 7(g)(2) of the FLSA allows, under specified conditions, the computation of overtime pay based on one and one-half times the hourly rate in effect when the overtime work is performed. The requirements for computing overtime pay pursuant to section 7(g)(2) are prescribed in 29 CFR 778.415 through 778.421. FLSA fact sheet #23

Employee Name:	_____	Supervisor:	_____
Classification Title:	_____	Supervisor Phone #:	_____
Department:	_____	Hourly Rate:	_____
Location	_____	Amount not to exceed (if applicable):	\$ _____
Start Date:	_____	End Date:	_____
		Anticipated Work Shift:	(circle) S M T W TH F S
		Shift Time:	start end

As a temporary support staff employee you *may* be eligible for (refer to <https://inside.sou.edu/hrs/benefits.html> for more information):

- Public Employee Retirement benefits according to PERS rules
- Medical, dental, or vision and optional benefits through Public Employee's Benefit Board (PEBB)
- Medical, dental, or vision according to the Affordable Care Act
- Sick leave in accordance with the Oregon sick time law

As a temporary support staff employee you are *not* eligible for:

- Direct appointment to regular employment status
- Position reclassification or transfer
- Regularly scheduled salary increases
- Layoff rights
- Paid vacation leave
- Cost of Living Adjustment
- Paid personal leave
- Holiday pay
- Staff tuition fee privileges
- Staff SOU Identification Card
- Employment discounts or use of facilities not available to the general public

Clery Act - Positions having significant responsibility for student and campus activities, and those who manage or otherwise oversee student and campus activities are designated as a Campus Security Authority (CSA) under the Clery Act. Duties may include but are not limited to: student and family housing; a student center; student extra-curricular activities; athletic coaches and trainers; faculty advisors to student groups; staff responsible for student discipline; and campus judicial staff. The CSA is a federally mandated crime reporter who must report all Clery Act crimes to Campus Public Safety. If a CSA observes or becomes aware of a crime, or a person reveals that s/he learned of, was the victim of, perpetrator of, or witness to a crime, CSAs are required to report the information to Campus Public Safety. For questions regarding reporting obligations contact Campus Public Safety at 541 552-6258 or contact the Clery Coordinator at clerycoordinator@sou.edu for additional information.

The Oregon Legislature has enacted legislation expanding Oregon's mandatory child abuse reporting requirements to include all employees of colleges and universities. It is important that all SOU faculty and staff understand their obligations as mandatory reporters of child abuse. (HB 4016, ORS 419B.010)

I certify that I have read and understand the conditions of employment. Please sign and return this form to Human Resource Services (Churchill Hall, Room 159).

Employee's Name (Print)

Employee's Signature

Date