

Appointment Types and Forms

(Forms with an asterisk (*) are available on-line at:

http://www.sou.edu/personnel/Forms___Instructions/forms___instructions.html)

- **Adjunct Appointment *** applies to individuals who are appointed to teach a course or a limited number of courses on a term-by-term basis. Adjunct appointments are made directly by academic departments and schools. **(Contact Human Resource Services at 2-6315 or 2-6512 for assistance and to consult about adjunct appointments for classified and hourly unclassified employees.)**
- **Classified Appointment Request *** is used to recruit for and fill a regular full or part-time classified position. Terms and conditions of employment are described in the OUS-SEIU Local 503, OPEU Collective Bargaining Agreement. **(Contact Human Resource Services at 2-6512, 2-6315, or 2-6511 for assistance.)**
 - **Salaried Positions:** A classified position may be paid on a salaried basis when an employee is expected to work a standard amount of hours each week or month (e.g. 40 hours per week). Classified salaried positions may be eligible to earn overtime compensation or compensatory time at time and one-half for hours worked over 40 in a workweek or 8 in a day. Classified salaried positions that are not eligible for overtime at time and one-half are eligible to earn exchange time on an hour-for-hour basis. The duties and responsibilities of a position determine eligibility for overtime, based on state and federal laws and guidelines. Human Resource Services is responsible for working with department to determine overtime eligibility.
 - **Hourly positions:** A Classified position may be paid on an hourly basis when an employee's work hours fluctuate from month to month due to the nature of the work or program (e.g. 10 – 80 hours required each month depending on a program's activity levels and demands). Hourly classified positions are eligible for overtime compensation for hours worked over 40 in a workweek or 8 hours in a day.
- **Irregular Employment Agreement (IEA) *** is used to appoint and compensate individuals hired to provide a temporary administrative or instructional service typically performed by unclassified positions for less than 90 days; or to compensate a current SOU administrator or teaching faculty member for a temporary assignment that requires a substantial time and effort commitment beyond regular work hours and responsibilities. Under state rules, temporary appointments of less than 90 days are not eligible for benefits. If an appointment is expected to span more than 90 days or be extended beyond 90 days, the appointment should be made on a Proposal for Search and Appointment Form [See Unclassified Teaching Faculty and Administrative Positions]. **(Contact Human Resource Services at 2-6511 or 2-8244 for assistance, and to consult about temporary assignments for classified and hourly unclassified employees.)**
- **Personal Services Contract (PSC) *** is a contract for personal or professional services performed by an independent contractor when (a) specialized skills, knowledge, and resources are not available within the University; (b) current employees cannot perform the work within a reasonable time; (c) an impartial evaluation is required; or (d) a grant requires work to be done under a subcontract (OAR 580-040-0100). Individuals hired under a PSC must meet Oregon wage and hour law and IRS criteria for independent contractor status. **(Contact Business Services at 2-6572 for assistance with a PSC. If state and IRS conditions are not met or if the individual is a current SOU employee, contact Human Resource Services at 2-6511 or 2-8244.)**
- **Status Change Form** is used to compensate a current SOU employee who is performing interim or temporary duties for an extended period of time where extra compensation or a stipend is warranted. This form is also used to effect other changes in an employee's

employment status. (**Contact Human Resource Services at 2-6512 or 2-6315 for assistance.**)

- **Student Employment Referral** is used to hire SOU students who are enrolled for six or more credit hours per term. Social Security and Medicare tax deductions are waived for student employees. Terms and conditions of employment are outlined in the Student Employee Handbook, which is available in the Payroll Office, CH 160. (**Contact the Payroll Office at 2-6242 for assistance.**)
- **Temporary Support Staff Appointment Form *** is used to hire individuals (including SOU students enrolled for less than 6 credit hour per term and classified employees) who are hired to perform work that is typically done by classified employees in classifications listed in the OUS/SEIU-OPEU Collective Bargaining Agreement. Temporary appointments are intended to meet emergency, nonrecurring or short-term workload needs.
 - Current SOU classified employees may accept temporary appointments; however, the total hours worked in the employee's regular position and temporary appointment should not exceed 1.0 FTE (40 hours/week). Temporary appointments that result in work being performed in excess of 40 hours in a workweek are eligible for overtime (i.e. time and one-half) compensation.
 - A temporary appointment may not exceed 1040 hours in a 12-month period, unless the appointment temporarily replaces a regular employee on approved leave. (**Contact Human Resource Services at 2-6315 or 2-6512 for information and assistance.**)
- **Unclassified Teaching Faculty and Administrative Appointments** are made using a **Proposal for Search and Employment Form**, which authorizes a department to recruit for and fill a full or part-time administrative or teaching faculty position that exceeds 90 days. Positions of 90 or more days in duration may be eligible for benefits under state rules. Such positions may be non-renewable or eligible for renewal. Terms and conditions of employment for teaching faculty are described in the SOU Faculty By-Laws and the AP:SOU Collective Bargaining Agreement. Terms and conditions of employment for administrators are described in either the By-Laws or policy. (**Contact Human Resource Services at 2-6512, 2-6315, or 2-6511 for assistance.**)
 - **Salaried Positions:** An unclassified position may be paid on a salaried basis when an employee is expected to work a standard amount of hours each week or month (e.g. 40 hours per week). Unclassified salaried positions may be exempt from earning overtime compensation or may be eligible to earn overtime for hours worked over 40 in a workweek. The duties and responsibilities of a position determine eligibility for overtime, based on state and federal laws and guidelines. Human Resource Services is responsible for working with department to determine overtime eligibility.
 - **Hourly positions:** An unclassified position may be paid on an hourly basis when an employee's work hours fluctuate from month to month due to the nature of the work or program (e.g. 10 – 80 hours required each month depending on a program's activity levels and demands). Hourly unclassified positions are eligible for overtime compensation for hours worked over 40 in a workweek.
- **Volunteer Registration Form** is used to appoint an individual who is not employed at SOU but volunteers to provide services with no expectation of compensation or benefits. Current SOU employees may volunteer to perform services providing the work is at the employee's initiative, it occurs outside of normal work hours, there is no expectation of compensation or benefits, and the work is outside of the employee's regular job duties and responsibilities for which the employee is compensated. (**Contact Business Services at 2-6572 for assistance.**)