

5.3 HIRING TEMPORARY/PART-TIME EMPLOYEES

Many counties hire part-time employees on a continuing basis and part- or full-time employees for a short time. Some points to keep in mind in filling these positions are:

1. **Definition of temporary/part-time** employee-Generally three to six months, can be full or part-time; or less than 20 hours per week on a continuing basis.

Non-OSU students may be hired using the title "Student Assistant Non-OSU" and be paid using the student pay schedule. This is particularly applicable to field offices who wish to employ students at other universities and pay them a student wage.

2. **Recruitment/selection of temporary/part-time** employees-Although advisable, it is not necessary to place newspaper advertisements for such positions. At a minimum, announcements should be placed in newsletters or posted in the office so that potential candidates can be identified. Two or more staff should be involved in the selection process. Should the position evolve to a permanent one, the position should be advertised. University policy regarding hiring of dependents, spouses, or other relatives specifies that "No supervisor shall initiate or participate in decisions involving direct benefit (initial appointment, retention, promotion, salary, leave of absence, etc.) to his/her relative or spouse." OSU Operating Manual, Number 1.25.

A letter specifying the duration of the appointment, salary, work schedule, etc. should be sent to the individual selected.

3. **Eligibility for benefits**-Temporary and part-time employees who work less than 20 hours per week (except for OSU students who are enrolled for six hours) are required to establish membership in PERS. Other benefits include Medicare (1.45%) and workers' compensation. Employees may choose a limited coverage health insurance plan. All employees (except for student employees) are eligible for unemployment compensation if they have the required number of qualifying weeks of employment (generally 20 in the last year) and earn an average weekly wage of at least \$121. Please note that all employment during the base period is combined to determine eligibility for unemployment.
4. **Method of payment**-Appropriate employment forms must be completed and returned to the Business Office (tax cards, 1-9, Personal Data Record and PERS form) prior to the end of the first pay period during which an employee works. Hours should be reported to the Business Office via vax according to the University pay schedule (copy attached). Honoraria can be paid only for teaching-related services; payment for camp assistants, camp nurses, etc. must be processed through

payroll; a flat amount (e.g., \$200 per week) can be paid, however. Although PERS contributions are deducted; the employee may withdraw their PERS contributions after being off OSU payroll for 90 days.

- 5. Termination of employee-** The employee should be informed in writing as early as possible of the final date of work. Please indicate the final date worked when reporting hours to the Business Office. A “Personnel Action” form should also be completed and submitted to the Business Office.

NOTE: Employees returning or rehired (seasonal) within five years do not need to resubmit employment forms unless there has been a change in information or the individual has withdrawn PERS membership. The “Personnel Action” form must be completed and submitted to the Business Office to ensure accurate processing. Please direct questions to Susanna Buettner at 292-7384.