

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Employment Guidelines for Temporary Non-Exempt Employees

DATE: June 2, 2009

PURPOSE: To prescribe a systematic employment process for the hiring of temporary non-exempt (hourly paid) employees.

SCOPE: This procedure applies to College hiring supervisors and cost center managers who are responsible for hiring temporary non-exempt (hourly paid) employees.

1. Definitions

- A. Temporary Non-exempt (Hourly Paid) Employee – an individual who is employed on a non-continuous basis, normally for a period of less than 1,000 hours of service in any College fiscal year.
- B. Regular Non-exempt (Hourly Paid) Employee – an individual who is employed in a full- or part-time position (at least twenty hours per week) on a continuous basis.

2. General Principles

Temporary non-exempt staff members will be hired primarily for one of the following purposes:

- A. To replace an employee who is on annual or sick leave when such replacement is the only feasible alternative to provide services essential to the mission of the work unit.
- B. To augment the regular workforce due to workload requirements.
- C. To assist with special projects.
- D. To fill approved regular position vacancies on an interim basis until a regular employee can be recruited, interviewed, and hired when such handling is deemed essential to the mission of the work unit.

A temporary hire shall not confer any privilege or right to regular employment at the College. Temporary employees will not receive College fringe benefits other than those benefits required by law.

For information about hiring options and pay rates, supervisors/cost center managers are instructed to contact the Human Resources Office at 457-2341.

3. Workweek and Overtime Provisions

- A. The workweek consists of seven (7) consecutive twenty-four (24) hour periods; that is, 168 consecutive hours, designated by the College. The College's standard workweek will normally be defined as beginning at 12:01 a.m. Saturday and ending at midnight the following Friday. However, special staffing considerations may necessitate that an alternate workweek be utilized in specific situations. Any College work unit may implement an alternate workweek if the needs of the work unit so dictate. Approval of the alternate workweek must be obtained from the cost center manager prior to implementation. Employees assigned to an alternate workweek will be notified in writing, with a notice copy retained in the employee's personnel file.
- B. Temporary employees are covered under the provisions of the Fair Labor Standards Act (FLSA) and are entitled to overtime pay for work in excess of forty (40) hours during a designated work week. The pay rate applicable to overtime hours will be at one and one-half (1 ½) times the temporary employee's regular hourly rate of pay. The accrual of compensatory time-off will not be allowed for temporary employees.

4. Record-Keeping Requirements

- A. Temporary employees being paid through the College's payroll system must complete the MCC time card in accordance with established payroll procedures. Hiring supervisors/cost center managers are responsible for ensuring that the time card system has been explained to new temporary employees.
- B. Outside employment agencies, when used, will submit an invoice of hours worked, along with copies of the signed agency time sheets, to the College's Human Resources Office for payment. Human Resources personnel will verify the hours worked and process the invoice for payment. Charges will be assessed to the hiring department's cost center.

5. Annual Work Hour Limitations

Temporary non-exempt employees may be assigned to work in full-time status (40 hours per week) or part-time status (less than 40 hours per week); however, these employees are limited to 910 hours of service in any College fiscal year. If the employee holds two separate temporary positions at the College, the 910-hour limit is applicable to the total hours worked through both positions. With the assistance of the Payroll Office, hiring supervisors/cost center managers have the responsibility of tracking total hours worked to ensure that the

annual hour limitation is not exceeded for any temporary employee. Exceptions to this annual workload must be approved by the Associate Vice President of Human Resources.

6. Equal Employment Opportunity

It is the policy of Metropolitan Community College to comply with applicable federal and/or state laws regarding Equal Employment Opportunity/Affirmative Action. The College is committed to ensuring that recruitment/hiring decisions are made without regard to race, creed, color, national origin ancestry, religion, age, gender, sexual orientation, disability, marital status, status as a veteran of the Vietnam Era or other protected status, except where required by bona fide occupational qualifications.

Adopted July 31, 2002; 6/2/09