

# Direct Wage Hiring Process

STAFFING

# Direct Wage NOEs

- ▶ A Direct Wage NOE must be received at HR BEFORE applicant/employee begins to work.
- ▶ Supervisors are responsible to ensure funds are available– Contact Elida Rangel at Business Office at 872-4641.
- ▶ The maximum number of hours eligible to be worked is 19 – HR Reviews for ACA compliance.
- ▶ DW employees may be allowed to work up to 29 hours for 12 weeks with a supporting memo signed by the Financial Manager with justification.
- ▶ Human Resources must receive a resignation notice if DW employee is NOT completing their assignment.
- ▶ Review job title – Check with Staffing to ensure they are approved.

# Direct Wage Hiring Process

- ▶ **New Hire**

- ▶ DW NOE, complete application, and 3 professional references checks are required.

- ▶ **Continuing DW NOE hires:**

- ▶ If current or former employee (less than 6 months) then they are considered continuing. If termed, Staffing will check rehire status always.
- ▶ If it is the same department (different campus is OK), then the DW NOE is considered a continuing NOE.

- ▶ **Continuing DW NOE hires continued:**

- ▶ If DW employee is hired for a different department, a complete application is needed to be submitted with the Direct Wage NOE. Employee will need to clear in HR for the new assignment.
- ▶ Orientation is not needed.

# Direct wage Employees Continued

## ▶ **Returning DW NOE hires (same dept.):**

- ▶ If current or former employee (more than 6 months): HR Staffing will rehire status.
- ▶ DW NOE is needed.
- ▶ DW employee will need to clear in HR for assignment and be set up on Time Force.

## ▶ **Returning DW NOE hires (new dept.):**

- ▶ If current or former employee (more than 6 months): HR Staffing will check rehire status.
- ▶ DW NOE and complete application is required.
- ▶ DW employee will need to clear in HR for assignment and be set up on Time Force.

## ▶ **Returning DW NOE hires:**

- ▶ Treat as New Hire, follow new hire process.
- ▶ If current or former employee (more than 12 months) HR Staffing will check rehire status.
- ▶ DW NOE, Complete Application, and 3 Professional References are required.
- ▶ New hire orientation is needed again when 12 months have passed since the last assignment.

# Direct wage Employees Continued

▶ **Direct Wage Job Title examples:**

- ▶ 14 hours maximum – Clerks and Note Takers.
- ▶ 19 hours maximum – Secretary and Customer Service Technician.

\*Job title must be equivalent to that of an established full-time position title.

# Direct Wage (Full Time)

- ▶ Follow the Direct Wage hiring process for new, returning, and continuing employees.
- ▶ Memo signed by the Financial Manger with justification of hours is required.
- ▶ 12 week limit for hours exceeding 19 hours per week.
- ▶ Maximum of 29 hours per week.
  - ▶ \* To comply with TRS regulations, in order for a direct wage employee to work more than 19 hours per week up to 4.5 months, the position title and duties must be equivalent to that of an established full-time position title **AND** the department must show documentation that a vacancy within the department is in process to be filled. (Refer to section 3.0 and 3.2 for the hiring process for budgeted/unbudgeted positions.) Furthermore, as per Affordable Care Act regulations any employee working more than 30 hours per week (130 hours per month) for 4.5 months will be considered full-time benefit eligible. Maximum number of hours requested for a part-time non-benefit eligible position will be 29 hours per week for a period of no more than 12 weeks without triggering benefit eligibility requirements. If an employee continues an assignment of more than 29 hours per week for more than 12 weeks the hiring Department will be liable for accrued benefit responsibilities.

# Direct Wage (Full Time) Continued

- ▶ Transitions – If a Full Time Direct Wage NOE is submitted for current DW employee with the same job title, then only the Direct Wage NOE and Memo will be required.
- ▶ If continuing as a Full Time Direct Wage employee, a new NOE and Memo will be required (if amount of time in the assignment totals less than 12 weeks).
- ▶ **Caution:** It is important that there is sufficient money in the account, thus it is the responsibility of each department to track this with the Business Office, as the Office of Human Resources has no way of knowing this factor.

# Resignations

- ▶ Policy 4922
  - ▶ Effective June 28, 2016 - Direct Wage “employees voluntarily separating from employment with the College are expected to give advance written notice to their supervisor and the Office of Human Resources to allow for an orderly transition of work activities and to be eligible for consideration of re-employment with the College”.
  - ▶ Required Notice
    - ▶ notices are expected to be provided at least five (5) calendar days prior to the effective date of separation prior.

# Changes for FY2016/2017

- ▶ Student/Non-Student
  - ▶ Minimum pay rates will no longer be in use.
- ▶ Applications on paper will be converted online
- ▶ Direct wage job titles will be classified in the Pay Plan.
  - ▶ Pay ranges will be in place for job titles.
- ▶ Online applications: Human Resources is currently working on converting the workflow/onboarding process for part time applications.