

Temporary Workers Categories of Employment

If you need to hire an individual for a temporary period of time, please see the following options. There is a limitation on the number of hours worked. Please see the employment types and hours of work limitations below:

Student Appointment

Student employment is intended to be a learning experience that complements a student's academic and career goals and provides valuable work experience. A student employee is a **part-time** hourly employee who is also enrolled in the minimum required courses (during the fall and spring semesters that is 6 semester credits) and has the minimum required cumulative grade point average at the College of Southern Nevada with the primary purpose of achieving a degree. Students interested in employment should ask the department they would like to work for about student worker employment vacancies. To be considered a student worker during the summer session he/she must be registered as a student during the summer session or for the previous spring semester. There is a limitation on the maximum number of hours worked per week.

International Student Employment

Please see information from the International Student Services at: <http://www.csn.edu/pages/563.asp>. There is a limitation on the maximum number of hours worked per week.

Work-Study Student Employment

Please see information from the Financial Aid Office at: <http://www.csn.edu/admissions/aid/options/workstudy.asp>. There is a limitation on the maximum number of hours worked per week.

160-Hour Appointment

An individual may be temporarily appointed to a position for no more than 160 cumulative hours or less during any calendar year. An employee cannot work more than 160 days in a calendar year. A valid budget account line must be available for the temporary appointment. Contact HR salary administration at 651-7467 to discuss options for this type of appointment.

1000-Hour Appointment

Individuals appointed to this category of employment for the Nevada System of Higher Education (NSHE) Institutions must be working as: Temporary Events Center Worker, Research Center Worker, Note Takers, Test Proctors, Sign Language Interpreters, Tutors, Note Readers. A Job Description must be submitted to the Department of Human Resources Salary Administration staff prior to employment being offered. Please call 651-7467 to discuss Registration Worker duties.

These employees are governed by the Nevada Revised Statutes (NRS) 284.325 and the Public Employees' Retirement System of Nevada (NV PERS). Temporary employees have a limit of 1,000 working hours in both a calendar and fiscal year. It is the responsibility of the department in which the employee is working to review the total hours their temporary employees have worked or will be

working. This is especially important for the 1,000-Hour appointed workers in order to ensure their workers are in compliance with both the NRS and the NV PERS regulations.

After each payroll, the Department of Human Resources staff will send out to each department employing temporary workers a combined report with all hours worked by temporary employees based on a both the fiscal year and calendar year to assist department staff with tracking their employees' hours.

Temporary/intermittent employees cannot work above the established maximum number of hours based on their employment appointment type (e.g., 160 hours, 1000 hours).

Employees on 1000-Hour appointments who reach the maximum 1,000-hour limitation must stop working immediately. It is the hiring department's responsibility to stop their employees from working any additional hours and to immediately notify the Department of Human Resources, 651-5800.

Should a 1000-Hour employee work more than 1000 hours within the fiscal year, the department and employee will be financially liable for making the necessary contributions to NV PERS.

Note: Any employees between the ages of 14 and 18 years must obtain a Juvenile Work Permit for each job held until the age of 18. The hiring department must obtain the Work Permit from the individual before the person begins working.

Please see the following link for more information:

<http://www.clarkcountynv.gov/Depts/jjs/Services/pages/JuvenileWorkPermits.aspx>

Please contact the Department of Human Resources before the person is hired to discuss the limited working schedule for this type of employment. The Work Permit must be attached to every Payroll Action Form.

Emergency Classified Appointment

An individual may be temporarily appointed to a vacant classified position for no more than 60 working days in any 12-month period "when the appointment is necessary to prevent stoppage of public business, loss of life, or extensive damage to persons or property." Here are the guidelines for an emergency appointment (NAC 284.410):

- A vacant position number must be available for the appointment.
- A position number may not be filled by more than one person at the same time.
- Recruitment efforts may begin while an individual is temporarily placed in the position that is being recruited. The temporary worker must vacate the position, however, before an individual can be hired permanently into the position.

The hiring department will need to complete and forward the Personnel Transaction Form. Please see the form at: <http://www.csn.edu/PDFFiles/HR/personneltransaction.pdf>

Once a budget is approved, the hiring department may appoint their chosen candidate. **Note:** The Department of Human Resources does not recruit for emergency part-time appointments. The candidate is chosen by the hiring department.

Human Resources Salary Administration & Benefits staff will work with the hiring department to complete the chosen candidate's new hire paperwork, which includes an application, I-9, and W-4 and other paperwork.

Temporary Classified Appointment

An individual may be temporarily appointed to a vacant classified position for no more than six months in any 12-month period. Here are the guidelines for hiring an employee for temporary appointment (NAC 284.414):

A vacant position number must be available for the appointment.

- A position number may not be filled by more than one person at the same time.
- Recruitment efforts may begin while an individual is temporarily placed in the position that is being recruited. The temporary worker must vacate the position, however, before an individual can be hired permanently into the position.

The hiring department will need to complete and forward a Personnel Transaction Form. That link is: <http://www.csn.edu/PDFFiles/HR/personneltransaction.pdf>

- Once the budget is approved, the hiring department must forward a State of Nevada application that has been completed by its candidate of choice to HR Recruitment & Reclassifications.
- Please see the Instructions for Applying for a temporary classified position: <http://www.csn.edu/PDFFiles/HR/EasyStepstoApplyinNEATS.pdf>
- Staff will then review the application to ensure the individual meets the minimum requirements of the position. **Note:** An individual cannot be appointed to a position unless he or she meets the minimum qualifications.
- If the candidate meets the minimum qualifications, Human Resources Recruitment & Reclassifications staff will inform the hiring department that the appointment is approved.
- Human Resources staff will work with the hiring department to complete the chosen candidate's new hire paperwork, which includes the state of Nevada application, I-9, and W-4 and other paperwork.

Note: An individual appointed to a temporary six-month position who is working at 0.50 FTE or higher is eligible for benefits after their third month of continuous service. HR Salary Administration & Benefits staff will sign the employee up for a new employee benefits/payroll session.

Temporary Professional Appointment

Temporary appointments are appointments to fill positions that are needed for a limited period of time for which specialized knowledge is required.

Temporary appointments for administrative positions may be made only with approval of the President. Such appointments should only be made if 1) the position must be filled prior to completion of a normal search process, 2) the duties of the position are still being developed, or 3) the continued need for the position is uncertain.

Unless an exception is granted by the President, the following limitations apply to temporary appointments: 1) Appointments should be as short as possible but may not exceed one year, and 2) a job description for the position must be approved by Human Resources. Even if approval is granted for

a temporary appointment, searches should be initiated as soon as possible for the positions.

Temporary appointments expire at the end of the contract without notice and may be terminated earlier than that timeframe; upon 30 days notice at any time during the contract period.

The hiring department will need to complete and forward a Personnel Transaction Form. That link is: <http://www.csn.edu/PDFFiles/HR/personneltransaction.pdf>

A Professional Job Description must be completed. That link is: <http://www.csn.edu/pages/3911.asp> (Scroll down to "Job Description Template (Professional) Word)

Please contact the Department of Human Resources at 651-5800 or e-mail HRcustomerservice@csn.edu for any questions or assistance you may need.