



To: Deans, Directors and Department Heads
From: Becky Hsu, Assistant Vice Chancellor, Human Resources
Date: October 11, 2016
Re: **UPDATED - Procedure on Hiring Temporary Non-Benefitted Staff**

Human Resources is in the process of developing a new Hiring Policy for Temporary Non-Benefitted Staff and Non-Benefitted Staff Request Form to provide consistency and streamline the process when hiring a temporary non-benefitted employee. HR will be seeking campus input to develop this new hiring policy. For now, this memo outlines the current hiring procedure for all temporary non-benefitted staff (excluding faculty and students), this covers all requests (**Temporary Non-Benefitted Staff Request Form** or ePAF) received on or after October 17, 2016.

Using the parameters outlined in this memo, Human Resources will work with departments to determine whether a position/classification is benefitted or non-benefitted; the university encourages departments to hire a benefitted employee where there is demonstrated, long-term need for staff resources.

In order to hire a temporary non-benefitted employee, the period of employment must be for less than 12 (twelve) months¹, and one or more of the following factors must exist:

1. Employee will temporarily fill an absence when a benefitted employee is on leave based on needs of the department.
2. Employee will temporarily fill a staff position while a search is underway or about to begin.
3. Employee will temporarily assist department with an emergency situation, critical or seasonal need of the department.

Requests for time extensions of temporary non-benefitted jobs are highly discouraged. If a department needs to request an extension, contact HR immediately for further guidance.

HR has oversight responsibility for all hiring processes. To contact HR during the hiring process of a temporary non-benefitted employee, send an email to HRRecruitment@umb.edu and your question will be forwarded to the correct individual.

¹ Post retirement appointments for professional staff who retire from the University should not exceed thirty-six (36) months and/or nine hundred sixty (960) hours in a calendar year.

When hiring a non-benefitted employee the following steps apply:

- The department starts the process by completing and forwarding the **Temporary Non-Benefitted Staff Request and Job Description Form²** to HRRecruitment@umb.edu.
- HR will review/approve the **Temporary Non-Benefitted Staff Request and Job Description Form** to insure that the purpose is appropriate for a non-benefitted position and that the job duties, and the hourly rate are aligned.
- If approved, HR will forward to the Office of Budget & Financial Planning (OBFP) or Office of Research & Sponsored Programs (ORSP) within 3-5 business days for funding approval.
 - If not approved, HR will contact the department.
 - OBFP/ORSP will notify the department with a decision within 1 -2 business days with a copy to HR.
- Upon final approval of the request form, the department completes an ePAF and attach the approved **Temporary Non-Benefitted Staff Request Form** and forwards it through the workflow approval process to HR.
 - OBFP or ORSP will review/approve funding on the ePAF.
 - HR will review/approve the ePAF to insure that all information agrees with the approved request form.
 - HR will process accurate and complete ePAFs within 5 business days.
- The Department must ensure the pre-employment paperwork is completed³ and submitted to HR.
 - Employee and Department must complete the U.S. Citizenship and Immigration Services (USCIS) Form I-9 within three (3) days of employment.
 - **Note: The employee will be terminated after three (3) days if the completed Form I-9 Form has not been submitted to HR.**

UMass Boston is committed to being an employer that offers benefits to its employees and we ask that departments make their priorities around this principle.

² This form is available at: http://www.umb.edu/hr/forms_instructions

³ The Non-Benefitted Employee Pre-Employment Paperwork is available at: http://www.umb.edu/hr/forms_instructions

If you have any questions regarding the above information please contact me at 617-287-5150 or Becky.Hsu@umb.edu.