## WENATCHEE VALLEY COLLEGE

## PART TIME NONPERMANENT EMPLOYMENT AGREEMENT

(For hiring NON-STUDENT non-benefit-eligible staff)

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| **PART TIME NONPERMANENT APPOINTMENT INFORMATION**  Conversion from Temporary Hourly  Former Temporary Hourly-New Hire  Extension of Nonperm Appointment  It is the supervisor’s responsibility to ensure that the following documents are completed and authorization is granted **prior** to the effective date of employment: **1)** Part Time Nonpermanent Employment Agreement; **2)** Temporary Hourly Application for Employment (if new hire); **3)** I-9 Form, including copies of required documents (if new hire); **4)** Federal & State Reporting Form (if new hire-voluntary); **5)** Retirement Data Form (if new hire). | | | | | | | |
| First Name | Last Name | M. I. | Employee I.D. | | | Date Prepared | |
| Address | | City | | State | Zip | | Phone |

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| Start Date | Expected End Date (may end on or before) | | Employee Category | | | | | | | Range | | Step | | Starting Hourly Rate\*  **$** | |
| Type of Appointment  **Scheduled**  **Nonscheduled** | | Weekly Work Schedule if scheduled (e.g., 4X4M-Th) | | | Appointment Reason (check all that apply)  **Workload Peak  FT Employee Absence**  **Nature of Work is Sporadic  Fill in During Recruitment** | | | | Total Hours (not to exceed 16 per week or 69 per month)\*\*  per week per month | | | | | | |
| Supervisor | | | | Combo Code | | Fund (149\*\*\*) | Class Field (011,014) | Department (1T020) | | | Project # | | Activity I.D | | % of Total |
| Department | | | | Combo Code | | Fund (149\*\*\*) | Class Field (011,014) | Department (1T020) | | | Project # | | Activity I.D | | % of Total |
| Brief Description of Duties or Other Comments | | | | | | | | | | | | | | | |

*\*The rates are approved by the Office of Financial Management. \*\*Hours above 69 per month must be approved by human resources.*

*\*\*\*Other fund codes are 060, 147, 057, 145, 001,08A, 24J, 146, 148.*

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| AUTHORIZATION OF APPOINTMENT | | Supervisor’s Approval Date |
| Budget Authority Signature Date | Budget Manager Signature Date | Human Resources Approval Date |

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| **NOTICE TO EMPLOYEE**  **Reason for part time nonpermanent employment:** you have been hired as a part time nonpermanent employee to perform work which does not exceed 69 hours per month and 18 months OR to the end date as indicated on this employment agreement. **When the 18 months maximum has been reached, the position MAY be continued as long as there is at least a one-day break in service.**  This part time nonpermanent appointment is subject to WAC 357 civil service rules for higher education and Article 4, Section D of the classified bargaining agreement (CBA). Employment in this status does allow you to establish eligibility to accrue sick and vacation leave, and may be eligible for paid holidays or holiday credit and personal holiday leave. It is the policy of Wenatchee Valley College that part time nonpermanent employees do not exceed 69 hours of work per month without the prior approval of the director of human resources or designee. This employment agreement does not guarantee continued employment, and may be terminated at any time solely at the discretion of the college.  Have you previously held temporary hourly employment at WVC? ❑ Yes ❑ No If yes, list all temporary hourly employment you have had at Wenatchee Valley College since July 1, 2022. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Employees must abide by WAC 292-110-010 and RCW 42.52.160 regarding use of state resources, persons, money, or property for private gain** (explained in more detail on page 2).  I have read this notification (and the enclosed second page), and certify I understand the terms of this appointment, and have received a copy of this document. | | | |
| Employee Signature | Employee I.D. Number (if known) | Date |

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| For Payroll/Human Resources Use |

*Wenatchee Valley College is an Equal Opportunity Employer*

**EMPLOYEE:** Please return the signed original to the Human Resources Office, Wenatchee Valley College, 1300 Fifth Street, Wenatchee, WA 98801. Retain the other copy for your records.

WVC 7/14/23 tm To HR & Budget \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### WENATCHEE VALLEY COLLEGE

**Part Time Nonpermanent Employment Information**

**Note:** Pay is for hours actually worked on an hourly basis. **Paydays** will be on the 10th of the month for hours worked from the 16th through the end of the previous month and the 25th for hours worked from the 1st through the 15th of the current month (or closest day that is to the weekend or holiday).

Termination normally occurs at the end of the period for which originally hired. However, termination may occur at any time. There is no right of appeal of termination to either the human resource officer or the Personnel Appeals Board. Voluntary resignation may occur at any time during employment. The supervisor should be notified, in writing, as far in advance of the date of resignation as possible. The supervisor should notify payroll and human resources when the employee is no longer working.

**Assignment of Responsibility**:

Part time Nonpermanent Employees: The Wenatchee Valley College Human Resources Director has overall responsibility for appointing, monitoring and controlling all part time nonpermanent employment. The human resources officer has the responsibility for insuring that part time nonpermanent appointments are made in accordance with the WPEA collective bargaining agreement and [WACs 351-19-360 through 430](https://apps.leg.wa.gov/WAC/default.aspx?cite=357-19&full=true).

This form must also be signed by the appropriate supervisor, budget authority (if different) the budget analyst, and forwarded to human resources for approval. A copy of the fully signed part time nonpermanent employment agreement will be provided to the part time nonpermanent employee.

**Part time nonpermanent employee:** There are two types of part time nonpermanent employees:

A part-time employee who meets the requirements of WAC 357-01-2290 (1) an employee who is assigned a schedule with a fixed number of working hours in a workweek that is less than full- time equivalent or (2) an employee who is not assigned a fixed schedule or amount of working time in a workweek.

Appointments can be made to fill in for the absence of a permanent employee, during a workload peak, or while recruitment is being conducted, or when the nature of the work is sporadic and does not fit a particular pattern. Nonpermanent appointments will not exceed 18 months. A non-permanent appointee must have the skills and abilities required for the position and be assigned to an official Washington state human resources job classification and paid on the general services salary schedule. Employees in nonpermanent positions accrue sick and vacation leave and may be eligible for paid holidays or holiday credit and personal holiday leave. Time off accruals are prorated based on whether the position is regularly scheduled or nonscheduled. The college may choose to fill the position with a competitive process or by appointment.

**Benefits:** Part time nonpermanent employees are generally not eligible for insurance coverage. Part time nonpermanent employees are insurance eligible if they work an average of 80 hours or more per month for more than 6 consecutive months and at least 8 hours in each month. The college will notify employees if their eligibility status changes. Hours worked in all nonpermanent jobs at WVC (except student hours) stack towards eligibility for benefits. Employees have the right to ask the college to re-evaluate their benefit eligibility at any time and have the right to appeal all WVC decisions through the PEBB appeals process (forms and process available on the PEBB website): <https://www.hca.wa.gov/about-hca/file-appeal-pebb>.

**Eligibility for Retirement:** Part time nonpermanent employees may or may not be eligible for retirement. If you have ever been a member of either the Teachers Retirement System or the Public Employees Retirement Systems of the state of Washington, it is important that you notify the human resources office of this fact upon employment. The human resources office will make determination of eligibility. Employees who are declared eligible for retirement must participate.

**Multiple Positions:** Part time nonpermanent employees may work in more than one position; however, the total hours cannot exceed 69 hours per month OR the 18-month maximum appointment period. Part time nonpermanent employees need to coordinate with supervisors to avoid exceeding the total hour’s limitation. Part time nonpermanent employees may hold a concurrent position but they must be in separate and distinct positions.

**Appeal Rights of Part time Nonpermanent Appointees:** Employees without permanent status appointed to nonpermanent appointments have no appeal rights with the exception of remedial action as provided in WAC 357-19-430.

**Reporting Requirements:** Payroll records will indicate the number of hours per month nonpermanent employee’s work. In addition, human resources office will track the number of months worked for each nonpermanent employee. Employees can check their earning history through ctcLink.

**Use of state resources, persons, money, or property for private gain:** In accordance with WAC 292-110-010 (vi), the use of state resources is not for the purpose of conducting an outside business, in furtherance of private employment, or to realize a private financial gain. In addition, RCW 42.52.160 (1), no state officer or state employee may employ or use any person, money, or property under the officer's or employee's official control or direction, or in his or her official custody, for the private benefit or gain of the officer, employee, or another.

If you have questions regarding the terms of appointment or other employment issues, please contact human resources immediately.

WVC Revised 6/13/23 tm