## WENATCHEE VALLEY COLLEGE

## TEMPORARY HOURLY EMPLOYMENT AGREEMENT

(For hiring NON-STUDENT temporary hourly staff)

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| **TEMPORARY HOURLY APPOINTMENT INFORMATION**  New (to WVC or your department)  Extension of Current 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)** Temporary Hourly 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 (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 | | | Total Hours Per Month\*  (not to exceed 79 per month)       per month | | Hourly Rate  (1/1/24-6/30/24)\*\*  **$** | | | | Hourly Rate  (7/1/24-6/30/25)\*\*  **$** | |
| Supervisor Name | | | | | | | | | Total Compensation Not to Exceed  **$** | | | |
| Department | | Combo Code | Fund (149\*\*\*) | Class Field (011,014) | | Department (1T020) | | Project # | | Activity I.D | | % of Total |
| Comments/Misc./Other | | Combo Code | Fund (149\*\*\*) | Class Field (011,014) | | Department (1T020) | | Project # | | Activity I.D | | % of Total |
| Brief Description of Duties | | | | | | | | | | | | |

*\*Hours above 79 per month must be approved by human resources. \*\*The president’s cabinet approves temporary hourly rates. The director of human resources or designee must approve any variation from the approved rates.* *\*\*\*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 temporary hourly employment:** you have been hired as a temporary hourly employee to perform work which does not exceed 1050 hours OR 12 consecutive months OR to the end date as indicated on this employment agreement. **When the 1050 hours maximum has been reached OR 12 consecutive month, whichever comes first,, you cannot work in any temporary hourly appointment at the college again.**  This temporary hourly appointment is exempt from WAC 357 civil service rules governing employment in higher education except for the provisions of remedial action as provided in WAC 357-04-045 and 357-19-450. Employment in this status does allow you to establish eligibility to accrue sick leave but not annual leave or paid holidays. It is the policy of Wenatchee Valley College that temporary employees not exceed 79 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 and volunteers 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 6/11/24 tm To HR & Budget \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### WENATCHEE VALLEY COLLEGE

**Temporary Hourly 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**:

Temporary Hourly Employees: The Wenatchee Valley College Human Resources Director has overall responsibility for appointing, monitoring and controlling all temporary hourly employment. The human resources officer has the responsibility for insuring that temporary hourly appointments are made in accordance with WAC 357-19-435. Files related to temporary hourly employment are kept in the human resources office per WAC 357-19-445.

Student Employees: This employment agreement can be used for non-work-study students that are employed in an hourly position. Most student employment is coordinated through education and career planning.

**Notification:** Temporary hourly employees will be required to sign a copy of the employment agreement which indicates the conditions of employment including:

A. Hours of work and rate of pay.

B. Duration of employment (starting and ending dates).

C. Name of employee’s supervisor.

D. Information regarding eligibility for benefits.

E. Brief position description.

F. Statement relating to status of employee within the higher education personnel system.

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 temporary hourly appointment employment agreement will be provided to the temporary hourly employee.

**Benefits:** Temporary hourly employees are generally not eligible for insurance coverage or holiday pay. For temporary hourly employees in overtime-eligible positions, the college follows the applicable paid sick leave provisions in the Minimum Wage Requirements and Labor Standards, RCW 49.46.200 et seq. and WACs 15 296.128.600 et seq. In accordance with WAC 182-12-114, temporary hourly 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 hourly, 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:** Temporary hourly 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:** Temporary hourly employees may work in more than one position; however, the total hours cannot exceed 1050 OR the 12-month maximum appointment period. Temporary hourly employees need to coordinate with supervisors to avoid exceeding the total hour’s limitation. Temorary hourly employees may hold a concurrent work-study position but they must be separate and distinct positions.

**Appeal Rights of Temporary Hourly Appointees:** Appointments under the conditions of employment outlined in this document are exempt from Office of Financial Management state human resource civil service rules. However, if work hour maximum exceeds 1050 hours, and you have not knowingly participated in the violation of the above stated criteria, you may have the right to appeal to the director of the state human resources within 30 days of the alleged violation per WAC 357-49-010 (5). Overtime and time worked as a student employee under the provisions of WAC 357-04-040 are not counted in the 1050 hours.

**Reporting Requirements:** Payroll records will indicate the number of hours per month temporary hourly employee’s work. In addition, human resources office will track the cumulative hours worked for each temporary hourly 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 12/1/22 tm