Title: TEMPORARY EMPLOYEE & PAID NON-EMPLOYEE MANUAL LAST UPDATED: OCTOBER 2023

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Overview

This manual outlines all processes associated with hiring, employment, payment and separation of temporary employees and paid non-employees including those working as student leaders, volunteers and interns. It complements UVM's Temporary Employee and Paid Non-Employee University Operating Procedure (UOP).

Applicability

The following information applies to all UVM employees, unless otherwise specified in an applicable handbook or collective bargaining agreement. All members of the University of Vermont community who engage individuals to perform services for the University, authorize expenditures related to such services or process payment transactions have operational responsibilities under the UOP and this Manual.

Definitions

De Minimis Work: Means 40 hours or less of additional work a semester.

Employee: The Internal Revenue Service (IRS) generally requires the University to hire individuals as employees if the individual will be under the behavioral and financial control of UVM and the individual will be performing service(s) that are integrated into the regular business of the University, such as education, research and public service. Individuals are generally classified as employees when, regardless of the wishes of the individual or the University, the individual is:

- required to comply with University instructions about when, where, and how the work is performed;

- subject to review/instruction regarding the method or manner of work; and

- performing services that are integrated into the regular business operations at the University of Vermont.

Fair Labor Standards Act (FLSA): A federal regulation that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments.

Independent Contractor: The general rule is that an individual is an independent contractor if the entity paying for the services of the individual has the right to control or direct only the result of the work and not what will be done and how it will be done.

More information about properly identifying and paying an independent contractors is available in the Employee vs. Independent Contractor policy. Forms required for requesting and paying an independent contractor may be found on the Division of Financial Forms website.

Primary Duty: Refers to the principal, main, major or most important duty that the employee performs.

Volunteer: An individual who receives no compensation apart from expenses and/or a nominal fee to perform services for which they volunteered, and such services are not the same type of services for which the individual is employed. This UOP describes the distinct rules that apply to enrolled student volunteers vs. non-student volunteers.

Classifications

Employee or Independent Contractor?

It is important to understand when it is legally appropriate to engage a worker as an independent contractor and when a worker must instead be hired as an employee. The Internal Revenue Service (IRS) generally requires the University to hire individuals as employees if the individual will be under the behavioral and financial control of UVM and the individual will be performing service(s) that are integrated into the regular business of the University, such as education, research and public service.

A worker who is required to comply with a University employee's instructions about the when, where, and how of the work they are doing; who is subject to review/instruction regarding the method or manner of work; and who is

performing services that are integrated into the regular business operations at the University of Vermont is generally required to be classified as an employee by the IRS, regardless of the wishes of the worker or hiring entity.

More information about properly identifying and paying an independent contractors is available in the Employee vs. Independent Contractor policy. Forms required for requesting and paying an independent contractor may be found on the Division of Financial Forms website.

Employee or Volunteer?

Enrolled Students: There are special rules that apply to students who are volunteering to perform services as part of their overall educational program. The University may permit students to engage as non-employees in student activities such as dramatics, student publications, glee clubs, bands, choirs, debating teams, radio stations, intramural and interscholastic athletics and other similar endeavors conducted primarily for the benefit of the participants as part of the educational opportunities provided to the students by the University.

UVM also may permit a student to engage as a non-employee in a leadership or internship position that:
- Provides hands-on training to the student;
- Is tied to the student's formal education program via integrated coursework or the receipt of academic credit or otherwise provides significant education benefits to the student;
- Is of limited duration; and
- Complements, rather than displaces the work of paid UVM employees.

A student may receive a minimal payment for participation in such activities. If they receive such a payment, the Non-Employee Student Leader & Intern guidelines below apply.

Non-student: It is important to understand when it is legally appropriate to allow an individual to volunteer their services to the University and when an individual must instead be hired as an employee. Generally, if the University would otherwise need to hire someone to perform the services, it should not allow an individual to volunteer to perform those services. There are certain situations when a volunteer at an educational institution may receive a nominal stipend. If they receive such a payment, the Non-Employee Volunteer guidelines below apply.

Please contact Human Resources at hrinfo@uvm.edu with any questions regarding volunteers.

Temporary Employee Procedures

Conditions of Employment, Policies & Operating Procedures

Temporary employees have employee status with The University of Vermont. However, their terms and conditions of employment, compensation, and benefits are separate and independent from those of faculty, staff, and officers of administration and are contained in this document. Terms and conditions of employment for temporary employees are designed with the intention of preserving flexibility and responsiveness to the needs of the University department employing them. Similarly, they are implemented to enhance consistency and fairness in the benefits and terms of employment for the individuals in those positions.

Termination of Employment: Normally, termination of employment is on the date specified in the written letter of appointment, however, temporary employees are employed "at will" and can be separated at any time for any reason; a temporary employee's termination of employment does not require "just cause" or notice.

Grievance Procedure: Temporary employees do not have the right to grieve if terminated, nor do they have access to the University grievance system as described in the Grievance and Mediation Policy for Non-Represented Staff.

Applicable Policies & Operating Procedure: The University's Statement on Equal Opportunity in Employment applies to all employees, including temporary employees.

Temporary employees are required to follow all applicable University policies and operating procedures that apply to University employees. Departments are responsible for ensuring that employees adhere to these policies and that applicable operating procedures are followed in a timely manner. See the Policy webpage for the full list of University Policies & Operating Procedures.

When does a temporary job need to be established?

Employees without an Active Job

When an employee is completing ==short-term, project-based, or seasonal work== for the University, they should be hired as a temporary employee using one of the job codes described below. If they have multiple positions at the University please refer to the *Employees with an Active Job* section below.
Please note: In certain situations, it may be appropriate to pay an individual/company as an independent contractor. Please see the *Employee or Independent Contractor?* section for additional details.

Employees with an Active Job

Generally, an employee with an existing active job, requires an additional temporary employee job if they are receiving compensation for any of the following reasons:
- Work completed in a different department.
- Work unrelated to the employee's primary job.
- Work completed between appointments for an employee whose primary job is paid via kronos and works a less than 12 month term.

Exceptions:
- ***De minimis work:*** Exempt staff or faculty with 1.0 FTE completing de minimis work (de minimis work is defined as 40 hours or less of additional work a semester.) This compensation may be paid on the employee's primary job via an additional pay form. Please note: Non-exempt employees working de minimis work in another department should receive overtime earnings via an overtime voucher.
- ***Faculty teaching in another department:*** Faculty teaching credit bearing course(s) in a different department during the term of their primary appointment. This compensation may be paid on the employee's primary job via an additional pay form
- ***CDE Earnings:*** Work paid on the Continuing & Distance Education (CE) earnings code. This compensation may be paid on the employee's primary job via an additional pay form.

When is it appropriate to hire temporary employees?

Temporary positions should be used to:
- meet the seasonal needs of the University;
- respond to a bona fide emergency;
- fill in for the temporary absence of an existing employee, or vacancy in an existing position; or
- perform a function that requires only intermittent, sporadic or ongoing employment that does not exceed 1,040 hours in any calendar year (i.e., 6 months of full-time employment at 40 hours per week or 12 months employment at 20 hours per week).

It is important to classify employees correctly so they receive the benefits they should be eligible for. If you know this position will work more than 1040 hours in a 12 month period, it should not be a temporary position. Instead, it should be a regular recruitment. Additionally, HR will be monitoring temporary employees' hours and anyone working more than 1040 hours in a calendar year will be required to either be terminated or the position will need to proceed through a regular recruitment process.

Exceptions:
Students hired as Work Study or Student Employees: Students may continue to be rehired in these roles while enrolled in a degree program at the University.

Internships or Apprenticeships: These positions may have a duration of up to two years. Please see Temp Hourly: Interns/Apprentices definition, for position requirements and details. *Please note:* This type of internship has an established employment relationship with the university and is defined separately from the Non-Employee Intern paid an approved stipend.

Hiring Temporary Employees

Temporary employees may not begin working for the University until all applicable required documents have been received and approved by Human Resources. For details regarding what documents are required in order to hire a temporary employee, please see the Temporary Employee Job Codes Outline below. Typically, approval occurs one day following the submission of paperwork to Human Resources. Ensuring that documents are approved prior to the employee's start date ensures that job codes and pay rates are appropriate and ensures payment to the employee in the required timely manner.

Determining Temporary Employee Compensation

Required FLSA Status for Employees with Multiple Jobs

The table below outlines how existing UVM employees must be paid for a secondary temporary employee job. This table is to help you determine the appropriate FLSA status (exempt or non-exempt) for temporary employees. For additional job code details see Temporary Employee Job Codes Outline below.

Primary Job	Secondary Job FLSA Status: Exempt	Secondary Job FLSA Status: Non-Exempt
Exempt, 1.0 FTE	**Acceptable.** **Please note:** When the secondary position's duties are deemed exempt, it is always a permissible option to pay an hourly rate when administratively more efficient.	**Acceptable.**
Exempt, Less than 1.0 FTE	**Acceptable.**	- **HR approval required** to ensure the temp job does not impact FLSA exempt designation; - Duration of secondary job must be short-term (less than 20 weeks) to avoid re-classification.
Non-Exempt	**Secondary assignment will be deemed to be non-exempt to avoid FLSA compliance risks.**	**Acceptable:** Hours must be tracked and overtime calculated based on weighted income average rate for all hours worked.

Please see Flowchart for Employee with Multiple Jobs: FLSA Implications as an additional resource for determining FLSA status of a secondary position.

Determining Compensation Rates

Questions regarding FLSA status and/or an appropriate pay rate should be directed to Human Resources. In order to determine FLSA status and/or pay rate, a brief description of primary duties will be requested.

For employees with multiple jobs: Always refer to the appropriate handbook or bargaining agreement. But, in general, extra compensation for temporary work should not exceed 20% (specific exceptions are identified in applicable bargaining agreements) of the employee's salary or the equivalent of 1 full-day of work.

Contact Human Resources at hrinfo@uvm.edu, 802-656-3150 or 228 Waterman with questions **prior** to the submission of hiring forms to ensure that pay rate and potential overtime implications have been addressed.

Preparation Prior to Recruitment

1. Outline the scope of the project and/or the specific tasks to be performed.
   - The written outline should not be as comprehensive as a staff position description because the project/tasks should be short-term and not on-going.
2. Determine required and preferred experience, education and skill combination.
   - E.g., what can you train them to do vs. what skills or experience do they NEED to perform the project/tasks.
3. Determine the term length (should not exceed 6 months).
4. Decide whether outside recruitment resources are needed. See the Recruiting Resources webpage for recruitment source pricing and contact information.

Preferred Temporary Employee Vendors

- UVM has contracts with three staffing agencies: Spherion, Westaff and Adecco.
- Identify yourself as a University department representative in order to take advantage of pricing agreements.
   - If this position could become a long-term, benefit eligible position, discuss conversion fees with the agency.

Financial Arrangements: Invoices are generated weekly. The temporary vendor will bill the hiring department directly or provide online access to approval and invoicing information. For short-term needs, you can pay for these services with your Purchasing Card. For longer term temporary needs (five or more billing cycles during a fiscal year), submit a requisition in PeopleSoft for a Blanket Purchase Order. Invoices tied to a purchase order will be routed to Purchasing Services for payment.

Potential Temporary Employee Benefits

Upon hire, temporary employees are not eligible for University benefits[1], paid holidays or paid time off[2]. A temporary employee may request and may be granted unpaid time off, but it is not considered leave. If a temporary employee becomes a benefit eligible employee, the time worked in the temporary position does not count toward length of service or seniority as a benefit eligible employee.[3]

Health Insurance under the Affordable Care Act: See the Affordable Care Act Webpage for additional details.

Temporary Employee Paid Sick Time Policy: See the Temporary Employee Sick Time Policy for more details.

Reference & Background Check Due Diligence

Departments are required to follow University policies and operating procedures as they pertain to reference checks and background checks.

Reference Checks

Hiring supervisors are encouraged to complete a minimum of three professional reference checks, including at least one direct supervisor, prior to making an offer. If a reference is neutral or negative, hiring supervisors should discuss the situation with their department head and carefully consider whether to extend an offer of temporary employment.

All temporary employees should be asked if they have previously worked at the University of Vermont. If so, a reference check with their previous supervisor is encouraged. At minimum, hiring managers should be reaching out to their Labor and Employee Relations Representative or to Human Resources (hrinfo@uvm.edu) to ensure that the candidate was not terminated from the University for misconduct or performance issues, as additional investigation prior to an offer of employment may be necessary. Hiring supervisors should also ask each finalist candidate if they have family members working at the University of Vermont, and if so, in which departments. Temporary employees should not report, directly or indirectly, to a family member within the organizational structure.

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[1] Employees working an average of 30 hours per week (130 hours per month) over a University measurement period will be offered University Affordable Care Act medical coverage. Note that previous time spent in other paid positions at the University during the measurement period will be included in the average hours calculation.

[2] Temporary employees may be eligible for paid sick time as described in the Temporary Employee Paid Sick Time Policy.

[3] Hours worked as a temporary employee are included for when determining Family Medical Leave Act (FMLA) eligibility.

Background Checks

Background checks must be completed for any position which includes the following:

- working with minors or other vulnerable populations;
- handling cash or other financial transactions; driving a University vehicle;
- access to confidential information;
- access to private areas such as dorm rooms, showers, or locker rooms;
- access to controlled substances;
- access to valuable research equipment;
- access to Physical Plant operational systems;
- access to research animals.

For all temporary employees hired through a temporary agency vendor, the vendor must have completed a background check within the last 30 days.

If the background check results indicate one or more convictions, the department should consult with their Labor and Employee Relations Representative. To determine whether or not to make an offer, the department must consider the seriousness of the crime(s), the relevance to the duties of the job, and the time that has passed. They should also consider whether the candidate disclosed the convictions on their application.

If a decision is made to not offer the job to the candidate in whole or in part due to this information, the department must initiate the adverse action process. In this process, our background check vendor will mail a letter to the candidate letting them know that a decision is pending on their application. It will include a copy of the background check report and give the candidate ten days to contact the vendor to dispute any of the results. If no dispute is made, the candidate will receive another letter after ten days letting them know that they are no longer under consideration for the position.

Contact Human Resources at hrinfo@uvm.edu with questions about the background check and/or the adverse action process.

PeopleAdmin Actions for Temporary Hires

Most temporary employees do not require PeopleAdmin recruitment or waiver actions. However, for temporary exempt faculty and per diem faculty a PeopleAdmin Action is required when:

- They are new to College or School
- They are receiving a new type of Faculty appointment - Clinical, Extension, Lecturer, Library, Research – excludes emeritus appointments. (E.g., an employee that has had a previous appointment as a Lecturer, receives a new appointment as a Research Associate.)
- A lecturer or clinical faculty member with a break in service of more than eight semesters.

Missed Time

Non-Exempt Employees

Non-exempt employees are only paid for time worked and for the time which they report available exception time. In other words, employees are not paid if they do not work, unless available exception time is applied.

Exempt Employees

Per FLSA guidelines, deductions from exempt employee salary are ONLY permissible when the employee:

- is absent from work for one or more full days for personal reasons other than sickness or disability;
- is absent for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- to offset amounts employees receive as jury or witness fees, or for military pay;
- for penalties imposed in good faith for infractions of safety rules of major significance;
- for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;

- is in the initial or terminal week of employment;
- is taking unpaid leave under the Family and Medical Leave Act.

Temporary Employee Job Codes Outline

This is a summary. For full details, please review the job code description section.

Job Code	FLSA Status	Method of Pay	Required Attachment(s)	Termination Rules
Student Employee Work Study Students	Non-Exempt: Overtime calculated after 40 hours per week. Students may not work more than 20 hours per week without additional approval.	- Hourly rate; hours must be entered & approved in PeopleSoft or Kronos. - Paid bi-weekly.	- Hired through JobX and Student Employment Office 1. I-9[4]	- Auto-term at the end of the academic year & at the end of summer semester.
ClerTechSpecProf NE Temp Temporary Hourly Temp Srvc/Maint Grad Student Employee Per Diem Faculty	Non-Exempt: Overtime calculated after 40 hours per week.	- Hourly rate; - Hours must be entered & approved in PeopleSoft or Kronos. - Paid bi-weekly.	1. eTMP Hire Request 2. EIF 3. Offer/Appointment Letter 4. I-9[4]	- Term on expected end date. - Auto-term after 3 months without pay.
Intermittent Hourly Temporary Employee	Non-Exempt: Overtime calculated after 40 hours per week.	- Hourly rate; - Hours must be entered & approved in PeopleSoft or Kronos. - Paid bi-weekly.	1. eTMP Hire Request 2. EIF 3. Offer/Appointment Letter 4. I-9[4]	- Term on expected end date. - Auto-term after 12 months without pay.
Professional Exempt Temp Temp Exempt Employee Temp Exempt Faculty Temp Coach Employee	Exempt*	- Salary. - Additional Pay must be submitted to establish pay. - Paid semi-monthly.	1. eTMP Hire Request 2. EIF 3. Offer/Appointment Letter 4. I-9[4]	- Term on expected end date. Auto-term after 3 months without pay.
Temp CE Employee	Exempt*	- Salary. - Paid via spreadsheet submitted by CDE. - Paid semi-monthly.	1. eTMP Hire Request 2. EIF 3. Offer/Appointment Letter 4. I-9[4]	- Term on expected end date. - Auto-term after 5 months without pay.

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[4] If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Temp Extra Employee	N/A	- Paid Semi-Monthly. - Additional Pay Form must be submitted to establish pay.	- Justification for payment (e.g., severance agreement, etc.)	- Auto-term after the first SM payroll the record is unpaid.

For Non-Employee's with an Approved Stipend: See the Non-Employee Guidelines for additional information.

Student Employees & Work Study Students

Job Code: 0998, or 0997

Definition: Any undergraduate student who is working for the University in a work-study student or student employee role. These individuals must be paid an hourly minimum wage and are eligible for overtime compensation if they work more than 40 hours in a scheduled workweek. This job code may also be used to compensate employees completing exempt level work when it is more administratively efficient to pay them an hourly rate. These employees should not work more than 20 hours per week without prior approval.

Method of Payment: Hourly, paid bi-weekly. These employees must enter hours worked into Kronos or PeopleSoft in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive payment.

Entering into PeopleSoft: Hire students through the Student Employment Office website.

Attachments: I-9*

Please note: these forms are not actually attached to the JobX hire request but are submitted to HR.

* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Approval Workflow: See Student Employment Office website.

Automatic Termination Processes: Student employees and work study students are terminated at the end of the academic year and at the end of the summer session.

Updating Job Info: Departments can update student employee or work study student information by completing the eTMP Change form in PeopleSoft. This includes early termination employees that are competing their job prior to the end of the semester or summer session.

Clerical, Technical, Specialized, or Professional Non-Exempt Temp ("ClerTechSpecProf NE Temp")

Job Code: 1015

Definition: Temporary employees performing tasks that would otherwise be completed by an employee covered by the UVM Staff United bargaining agreement (if it were a full-time, long-term position). See list of current SU job codes. They are non-exempt from the overtime provisions of the FLSA. These individuals must be paid an hourly minimum wage and are eligible for overtime compensation if they work more than 40 hours in a scheduled workweek[5]. This job code may also be used to compensate employees completing exempt level work when it is more administratively efficient to pay them an hourly rate.[6]

Method of Payment: Hourly, paid bi-weekly. These employees must enter hours worked into PeopleSoft in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive payment.

Attachments: I-9, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF)

* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Approval Workflow: 1.Department Approver → 2.Human Resources → 3.Payroll

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[5] For temporary employees who also have a primary, non-temporary job working a 37.5 hour work week overtime should be calculated for any hours worked over 37.5 hours per week. An overtime voucher will need to be completed for these employees.

[6] Even if a temporary employee is hired to perform exempt level work, be aware that PeopleSoft will calculate any hours worked over 40 in a week as overtime.

Please note: LCOM must have approval from the LCOM Dean's Office before forms are sent to HR.

Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **three months** of non-payment. This automatic termination occurs regardless of expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" in the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.

Updating Job Info: Departments can update employee information by completing the eTMP Change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date MUST occur prior to the employee's last payroll to ensure the employee's record remains active.

Temporary Hourly Employees

Job Code: 0996

Definition: Temporary employees who are non-exempt from the overtime provisions of the FLSA <u>and are confidential and/or managerial</u> (please note that temps should not be supervising). These individuals must be paid an hourly minimum wage and are eligible for overtime compensation if they work more than 40 hours in a scheduled workweek[7]. This job code may also be used to compensate employees completing exempt level work when it is more administratively efficient to pay them an hourly rate.[8]

Method of Payment: Hourly, paid bi-weekly. These employees must enter hours worked into PeopleSoft in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive payment.

Attachments: I-9, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF)

* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the [University Operating Procedures for I-9s](#).

Approval Workflow: 1.Department Approver → 2.Human Resources → 3.Payroll

Please note: LCOM must have approval from the LCOM Dean's Office before forms are sent to HR.

Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **three months** of non-payment. This automatic termination occurs regardless of expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" in the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.

Updating Job Info: Departments can update employee information by completing the eTMP Change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date MUST occur prior to the employee's last payroll to ensure the employee's record remains active.

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[7] For temporary employees who also have a primary, non-temporary job working a 37.5 hour work week overtime should be calculated for any hours worked over 37.5 hours per week. An overtime voucher will need to be completed for these employees.

[8] Even if a temporary employee is hired to perform exempt level work, be aware that PeopleSoft will calculate any hours worked over 40 in a week as overtime.

Non-Student Interns/Apprentices: These are temporary hourly employees that have an internship or apprenticeship agreement, approved by the Office of General Counsel. These internships or apprenticeship positions may not exceed two consecutive years in duration. These individuals must be assigned a working title which includes the word "apprentice" or "intern" for the purpose of identifying them as this type of temp hourly employee. The working title may not include director, manager, or supervisor within the title as these positions are classified as non-supervisory and non-exempt. Typically, it is expected that the incumbents be scheduled to work a minimum of 20 hours weekly, with consistent work that results in payment each payroll cycle. The offer letter attached to the Temp Hourly form must include intern/apprenticeship language. The hiring supervisor must affirm the position meets these apprentice/intern criteria and assign the working title on the temp hourly hire form.

Method of Payment: Hourly, paid bi-weekly. These employees must enter hours worked into Kronos (to pay in Kronos indicate "Kronos" on the Temp Hourly Form) or PeopleSoft (default) in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive payment.

Attachments: I-9, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF)
* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Approval Workflow: 1.Department Approver → 2.Human Resources → 3.Payroll

Please note: *LCOM must have approval from the LCOM Dean's Office before forms are sent to HR.*

Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **three months** of non-payment. This automatic termination occurs regardless of expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" on the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire. **Exception:** Employees that meet the intern/apprentice requirements above, may have an expected end date that exceeds six months, however it may not be in excess of two years from the start date.

Updating Job Info: Departments can update employee information by completing the eTMP change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date MUST occur prior to the employee's last payroll to ensure the employee's record remains active.

Temp Service/Maintenance

Job Code: 1011

Definition: Temporary employees performing tasks that would otherwise be completed by an employee covered by the UE bargaining agreement (if it were a full-time, long-term position.) They are temporary employees who are non-exempt from the overtime provisions of the FLSA. These individuals must be paid an hourly minimum wage and are eligible for overtime compensation if they work more than 40 hours in a scheduled workweek[9]. This job code may also be used to compensate employees completing exempt level work when it is more administratively efficient to pay them an hourly rate.

Method of Payment: Hourly, paid bi-weekly. These employees must enter hours worked into Kronos (to pay in Kronos indicate "Kronos" on Temp Hourly Form) or PeopleSoft (default) in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive payment. **Please note:** Per the current UE bargaining agreement, these employees may not work more than 1,040 hours in a calendar year unless the purpose of the temporary position is to replace a bargaining unit employee on medical leave or military leave.

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[9] For temporary employees who also have a primary, non-temporary job working a 37.5 hour work week overtime should be calculated for any hours worked over 37.5 hours per week. An overtime voucher will need to be completed for these employees.

Attachments: I-9*, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF)
* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.Approval Workflow: 1.Department Approver → 2.Human Resources → 3.Payroll

Please note: *LCOM must have approval from the LCOM Dean's Office before forms are sent to HR.*

Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **three months** of non-payment. This automatic termination occurs regardless of expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" on the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.

Updating Job Info: Departments can update employee information by completing the eTMP change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminate at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date MUST occur prior to the employee's last payroll to ensure the employee's record remains active.

Grad Student Employee (GSE)

Job Code: **1012**

Definition: These temporary employees are enrolled as full-time graduate students (generally more than 4 credits) at the University of Vermont and are working in positions performing non-exempt level work. These individuals may also have an underlying GA, GRA, or GTA appointment. The temp grad employee job code should be used when a grad student has not yet completed their program. In combination with any graduate non-employee (GTA, GA, or GRA) appointment, these GSE positions are restricted to a combined total of 20 hours a week. In some circumstances, the graduate college may approve additional hours in the grad student employee role. There is a maximum hour cap of combined total of 30 hours per week for during the academic year, however, in the summer additional hours may be approved.

Depending on funding agency guidelines, a predoctoral fellow/trainee may also be hired as a temp grad employee. In this case, approval from the graduate college is required prior to initiating the temp grad employee position. The GSE position in combination with a predoctoral fellow/trainee appointment is restricted to 10 hours/week in both the academic year and summer.

These individuals must be paid an hourly minimum wage and are eligible for overtime compensation (not including their non-employee grad appointment hours) if they work more than 40 hours in a scheduled workweek. This job code may also be used to compensate employees completing exempt level work when it is more administratively efficient to pay them an hourly rate.

Method of Payment: Hourly, paid bi-weekly. These employees must enter hours worked into Kronos (to pay in Kronos indicate "Kronos" on Temp Hourly Form) or PeopleSoft (default) in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive the payment.

Attachments: I-9*, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF)
* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Approval Workflow: 1.Department Approver → 2. Grad College → 3.Human Resources → 3.Payroll

Please note: *LCOM must have approval from LCOM Dean's Office before forms are sent to HR.*

Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **three months** of non-payment. This automatic termination occurs regardless of expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" on the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.

Updating Job Info: Departments can update employee information by completing the eTMP change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date MUST occur prior to the employee's last payroll to ensure the employee's record remains active.

Per Diem Faculty

Job Code: **1013**

Definition: These employees are working in positions that would be part-time faculty positions if the hours were consistent or for an entire semester. They are paid a per diem, hourly rate, although their primary duties may allow them to be classified as exempt level employees. These individuals must be paid an hourly minimum wage and are eligible for overtime compensation if they work more than 40 hours in a scheduled workweek. This job code identifies these individuals with having a faculty relationship with the University and allows for faculty specific system access including banner.

Method of Payment: Hourly, paid bi-weekly. These employees must enter hours worked into PeopleSoft in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive payment.

Attachments: I-9, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF)

* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Approval Workflow: 1.Department Approver → 2.Human Resources → 3.Payroll

Please note: *LCOM must have approval from the LCOM Dean's Office before forms are sent to HR.*

Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **three months** of non-payment. This automatic termination occurs regardless of expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" on the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.

Updating Job Info: Departments can update employee information by completing the eTMP change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date MUST occur prior to the employee's last payroll to ensure the employee's record remains active.

Intermittent Hourly Temporary Employee

Job Code: **1014**

Definition: These employees work in positions that are difficult to fill, on-call, with extremely limited and intermittent hours. The positions must be approved prior to using this job code. Current approved titles include: Affiliate Artists, CAC Members, COPE Instructors, Farm Business Educators, Interpreters, Ombudsperson, PBIS Implementation Coaches,

Standardized Patients, Student Tutors, Temp Registered Nurses, and Temp Research Therapists. Approved position titles MUST be included as the working title in order to use this job code. These employees are non-exempt from the overtime provisions of the FLSA. These individuals must be paid an hourly minimum wage and are eligible for overtime compensation if they work more than 40 hours in a scheduled workweek[10].

Method of Payment: Hourly, paid bi-weekly. These employees must enter hours worked into PeopleSoft in order to receive compensation. Hours entered must be approved by supervisors in order for the employee to receive payment.
Attachments: I-9, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF)
* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.
Approval Workflow: 1.Department Approver → 2.Human Resources → 3.Payroll
Please note: *LCOM must have approval from the LCOM Dean's Office before forms are sent to HR.*
Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **twelve months** of non-payment. This automatic termination occurs regardless of expected end date field in the system.
Use of Expected End Date: Departments are required to indicate the "expected end date" on the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.
Updating Job Info: Departments can update employee information by completing the eTMP change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date MUST occur prior to the employee's last payroll to ensure the employee's record remains active.

Professional Exempt Temp

Job Code: 1008
Definition: Temporary employees performing tasks that would otherwise be completed by an employee covered by the UVM Staff United bargaining agreement (if it were a full-time, long-term position). See list of current SU job codes. Employees in this category MUST meet the below criteria. (Do not use this job code for temporary employees teaching that need faculty specific system access including banner access. Instead, use the Temp Exempt Faculty job code for employees completing tasks that if regularly scheduled (full or part-time work) or for the duration of an entire semester, would be classified as a faculty position.) Employees in this category MUST meet ALL of the below criteria:
1. **Salary Test**: Paid a minimum of $684/week.
   - *Salary Test Exceptions:* Employees whose primary duty is teaching, practicing law or medicine (must be licensed and certified), medical interns and medical residents, the salary basis and salary requirements do *NOT* apply.
2. **Duties Test:** "Primary duty" means the principal, main, major or most important duty that the employee performs. The primary duties of the position must meet the requirements under one of the FLSA Duties exemption categories: Executive, Administrative, Outside Sales, Computer Employee, Professional or Highly Compensated. See the FLSA Duties Test Questionnaire to determine if the primary duties of the position meet the criteria for an exemption category. For assistance determining if the duties test is met contact Human Resources at hrinfo@uvm.edu with a summary of the duties for the position.

Method of Payment: Salaried, paid semi-monthly through an additional pay form. Supervisors must provide an accurate estimate of the employee's hours to be documented in PeopleSoft (tracked on the additional pay form.)

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[10] For temporary employees who also have a primary, non-temporary job working a 37.5 hour work week overtime should be calculated for any hours worked over 37.5 hours per week. An overtime voucher will need to be completed for these employees.

Attachments: I-9, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF), eAPF in PeopleSoft to pay (eAPF submitted after the eTMP Form creates/updates the employee's record in PS.)
* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.
Approval Workflow: 1.Department Approver → 2. Human Resources → 3.Payroll
Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **three months** of non-payment. This automatic termination occurs regardless of the expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" on the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.
Updating Job Info: Departments can update employee information by completing the eTMP change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date should occur prior to the employee's last payroll. The eTMP change form in PeopleSoft should be used to terminate any Exempt Temps and paid Non-employees employee that is being terminated prior to the completion of all pay from an additional pay form.

Temporary Exempt Employees
Job Code: 1002
Definition: Employees in this category MUST meet the below criteria and are confidential and/or managerial (temps should not be supervising). (Do not use this job code for temporary employees teaching that need faculty specific system access including banner access. Instead, use the Temp Exempt Faculty job code for employees completing tasks that if regularly scheduled (full or part-time work) or for the duration of an entire semester, would be classified as a faculty position.) Employees in this category MUST meet ALL of the below criteria:
1. **Salary Test**: Paid a minimum of $684/week.
   - *Salary Test Exceptions:* Employees whose primary duty is teaching, practicing law or medicine (must be licensed and certified), medical interns and medical residents, the salary basis and salary requirements do *NOT* apply.
2. **Duties Test:** "Primary duty" means the principal, main, major or most important duty that the employee performs. The primary duties of the position must meet the requirements under one of the FLSA Duties exemption categories: Executive, Administrative, Outside Sales, Computer Employee, Professional or Highly Compensated. See the FLSA Duties Test Questionnaire to determine if the primary duties of the position meet the criteria for an exemption category. For assistance determining if the duties test is met contact Human Resources at hrinfo@uvm.edu with a summary of the duties for the position.

Method of Payment: Salaried, paid semi-monthly through an additional pay form. Supervisors must provide an accurate estimate of the employee's hours to be documented in PeopleSoft (tracked on the additional pay form.)
Attachments: I-9, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF), eAPF in PeopleSoft to pay (eAPF submitted after the eTMP Form creates/updates the employee's record in PS.)
* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.
Approval Workflow: 1.Department Approver → 2. Human Resources → 3.Payroll
Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **three months** of non-payment. This automatic termination occurs regardless of the expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" on the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.

Updating Job Info: Departments can update employee information by completing the eTMP change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date should occur prior to the employee's last payroll. The eTMP change form in PeopleSoft should be used to terminate any Exempt Temps and paid Non-employees employee that is being terminated prior to the completion of all pay from an additional pay form.

Temporary Exempt Faculty

Job Code: 1004

Definition: These employees are working in positions that would be faculty positions if the hours were consistent, or for an entire semester. This includes teaching and research faculty work. Employees in this category MUST meet ALL OF the below criteria:

1. **Salary Test: Paid a minimum of $684/week.** *Please note: Most Temp Exempt Faculty have a primary duty of teaching and therefore, salary test will not apply.*
   - *Salary Test Exceptions:* Employees whose primary duty is teaching, practicing law or medicine (must be licensed and certified), medical interns and medical residents, the salary basis and salary requirements do *NOT* apply.
2. **Duties Test:** "Primary duty" means the principal, main, major or most important duty that the employee performs. The primary duties of the position must meet the requirements under one of the FLSA Duties exemption categories: Executive, Administrative, Outside Sales, Computer Employee, Professional or Highly Compensated. See the [FLSA Duties Test Questionnaire](#) to determine if the primary duties of the position meet the criteria for an exemption category. For assistance determining if the duties test is met contact Human Resources at [hrinfo@uvm.edu](#) with a summary of the duties for the position.

Method of Payment: Salaried, paid semi-monthly through an additional pay form. Supervisors must provide an accurate estimate of the employee's hours to be documented in PeopleSoft (tracked on the additional pay form.)

Attachments: I-9*, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF), eAPF in PeopleSoft to pay (eAPF submitted after the eTMP Form creates/updates the employee's record in PS.)

* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the [University Operating Procedures for I-9s](#).

Approval Workflow: 1.Department Approver → 2. Human Resources → 3.Payroll

Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **three months** of non-payment. This automatic termination occurs regardless of the expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" on the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.

Updating Job Info: Departments can update employee information by completing the eTMP change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date should occur prior to the employee's last payroll. The eTMP change form in PeopleSoft

should be used to terminate any Exempt Temps and paid Non-employees employee that is being terminated prior to the completion of all pay from an additional pay form.

Temp Coach Employees

Job Code: 1003

Definition: These employees are coaches for club or intermural sport(s.) These individuals should be paid at least minimum wage for the estimated hours of work.

Method of Payment: Salaried, paid semi-monthly through an additional pay form. Supervisors must provide an accurate estimate of the employee's hours to be documented in PeopleSoft (tracked on the additional pay form.)

Attachments: I-9*, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF), eAPF in PeopleSoft to pay (eAPF submitted after the eTMP Form creates/updates the employee's record in PS.)

* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Approval Workflow: 1.Department Approver → 2. Human Resources → 3.Payroll

Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **three months** of non-payment. This automatic termination occurs regardless of the expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" on the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.

Updating Job Info: Departments can update employee information by completing the eTMP change form in PeopleSoft. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date should occur prior to the employee's last payroll. The eTMP change form in PeopleSoft should be used to terminate any Exempt Temps and paid Non-employees employee that is being terminated prior to the completion of all pay from an additional pay form.

Temporary Extra

Job Code: 1000

Definition: In order to be paid on this job code, all criteria below must be met. Generally, this job code is only used for relocation stipends, retiree bonuses/awards, or severance payments.

When a payment is being made through payroll, there is no work associated with the payment.

The individual must have no active paid records in the system. (No active records, active NPC/POI records only).

Method of Payment: Salaried, paid semi-monthly through an additional pay form. Typically, this is a one-time payment.

Attachments: Additional Pay Form, Payment Justification (severance agreement, offer letter, etc.)

Approval Workflow: 1.Department Approver → 2. Human Resources → 3.Payroll

Automatic Termination Processes: This record will be automatically terminated during the first payroll without a payment.

Temp CE Employees

Job Code: 8000

Definition: These employees teach summer continuing and distance education courses and do not have any other paid faculty jobs in PeopleSoft. They use the earnings code for CE earnings. If an employee has a primary job as staff, a Temp CE record is required. If an employee with a primary job as faculty is additionally hired to teach summer continuing and

distance education courses, they may be paid for these earnings on their primary faculty record, without establishing a Temporary CE record in PeopleSoft.

Method of Payment: Spreadsheet sent to payroll each pay period during the summer months from Continuing and Distance Education. In some circumstances, these individuals may be paid through an additional pay form.

Attachments: I-9*, Signed Offer/Appointment Letter, eTMP Form in PeopleSoft, Employee Information Form (EIF), eAPF in PeopleSoft to pay (eAPF submitted after the eTMP Form creates/updates the employee's record in PS.)

* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Approval Workflow: 1.Department Approver → 2. Human Resources → 3.Payroll

Automatic Termination Processes: Employees will be automatically terminated in PeopleSoft after **five months** of non-payment. This automatic termination occurs regardless of the expected end date field in the system.

Use of Expected End Date: Departments are required to indicate the "expected end date" on the eTMP form. The employee's record will automatically terminate effective the date entered into "expected end date field." The expected end date should be the date following the last day worked. Expected end date may not be in an excess of six months from the date of hire.

Updating Job Info: Departments can update employee information by completing the eTMP change form. This form can also be used to extend the expected end date or to separate the employee sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of consistent employment. If not, the employee should terminated at the expected end date and be rehired through an additional offer of employment. Expected end date will be added to the employee's record one payroll prior to expected end date, therefore, any extension of expected end date should occur prior to the employee's last payroll. The eTMP change form in PeopleSoft should be used to terminate any Exempt Temps and paid Non-employees employee that is being terminated prior to the completion of all pay from an additional pay form.

Non-Employee Guidelines

Non-Employee's with Approved Nominal Stipend: Job Code Outline

Job Code	FLSA Status	Method of Pay	Required Attachment(s)	Deactivation in PeopleSoft
Non-employee Student Leader **Non-Employee Intern**	Non-employee	- Stipend. - Paid semi-monthly or upon the completion of the task.	1. Non-employee: Activation Form (eTMP Form in PS) 2. EIF 3. Notification Letter 4. I-9 5. Additional Pay Form	- Deactivated on expected end date. - Automatic after 6 months without pay.
Non-Employee RA	Non-employee	- Unpaid, credit given on student account	1. Non-employee: Activation Form (eTMP Form in PS) 2. EIF 3. Notification Letter 4. I-9	- Deactivated on expected end date.
Non-Employee Volunteer	Non-employee	- Stipend. - Paid semi-monthly or upon the completion of the task.	1. Non-employee: Activation Form (eTMP Form in PS) 2. EIF 3. Volunteer Agreement 4. I-9 5. Additional Pay Form	- Deactivated on expected end date. - Automatic after 6 months without pay.

Activating Non-Employee Records

Non-employee may not begin their position until after all applicable required documents have been received and approved by Human Resources and the University of Vermont's Internship Coordinator (as applicable.) Typically, approval occurs one day following the submission of paperwork. Ensuring that documents are approved prior to when the student leader/intern begins the position ensures that job codes and stipends appropriate, and that the stipend is provided to the individual as expected. For details regarding what documents are required in order to activate and pay these non-employees employee, please see the Non-employees with Approve Stipend Outline.

Term Length Parameters

Typically, non-employee student leader and intern positions should not exceed one semester in duration. However, while the individual is enrolled full-time as a UVM student (graduate or undergraduate), they may continue to be active in these roles while they complete their degree(s).

Non-employee: Policies & Operating Procedures

Non-employee student leaders and interns are required to follow all applicable University policies and operating procedures that apply University students and affiliate personnel. Departments are responsible for ensuring that students and affiliates work within these policies and that applicable operating procedures are followed in a timely manner.

See the Policy webpage for the full list of University Policies & Operating Procedures and for more details on the policies listed below.

Method of Payment

Stipend. Stipends may be paid in a lump sum upon the completion of the non-employee's position or regularly (each payroll during the position.) If the payment is provided each payroll the stipend must be paid regardless of the completion of the position; it may not be withheld if the individual does not complete all tasks. It is recommended that

the stipend be paid as a lump sum during the pay period in which the expected end date is in. Departments must provide an accurate estimate of the number of hours the individual will perform tasks (tracked on the additional pay form.)

Approval Workflow

1. Department Approver → 2. Human Resources → 3.Payroll

Automatic Deactivation Processes

Non-employee records will be automatically deactivated in PeopleSoft after six months of non-payment. This automatic deactivation occurs regardless of the expected end date field in the system.

Use of Expected End Date

Departments are required to indicate the "expected end date" on the eTMP Form. The PeopleSoft record will automatically deactivate effective the date entered into "expected end date field." The expected end date should be the date following the last day in this position. Expected end date may not be in an excess of six months from the date of hire, unless the expected end date is extended, as noted below. Expected end date row added to job data by payroll one payroll prior to expected end date in system.

Updating Info in PeopleSoft:

Departments can update the non-employee information by completing the eTMP change form in PeopleSoft. This form can also be used to extend the expected end date or to deactivate the record sooner than the expected end date. Expected end dates should only be extended when there is a continued offer of an internship or student leader position. If not, the record should be deactivated at the expected end date and be reactivated upon the offer of a new internship/student leader position. The eTMP change form in PeopleSoft should be used to deactivate the record for an individual in this position prior to the completion of all stipend pay from an additional pay form.

Non-Employee Student Leader

Job Code: **1001**

Definition: These roles require the primary affiliation of the position to be the enrolled undergraduate or graduate student status. These individuals must be enrolled at the University of Vermont. Therefore, these positions cannot be filled via an external recruitment of non-students or students enrolled at other institutions. Since the primary role is a student, this individual is not an employee, therefore, FLSA overtime and minimum wage requirements do not apply. Examples of student leaders: SGA, IRA, GSS, Peer Mentor, Orientation Leader.

Attachments: I-9*, Signed Notification Letter, eTMP Form in PeopleSoft, Employee Information Form, eAPF in PeopleSoft to pay (eAPF submitted after the eTMP Form creates/updates the individual's record in PS.)
*If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Non-Employee RA

Job Code: **1007**

Definition: The person must be working as a Resident Advisor in Residential Life. These roles require the primary affiliation of the position to be the enrolled undergraduate or graduate student status. These individuals must be enrolled at the University of Vermont. Therefore, these positions cannot be filled via an external recruitment of non-students or students enrolled at other institutions. Since the primary role is a student, this individual is not an employee, therefore, FLSA overtime and minimum wage requirements do not apply.

Attachments: I-9*, Signed Notification Letter, eTMP Form in PeopleSoft, Employee Information Form, eAPF in PeopleSoft to pay (eAPF submitted after the eTMP Form creates/updates the individual's record in PS.)
*If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Non-Employee Intern

Job Code: **1005**

Interns Definition: This role requires the individual to be enrolled as a student. If the individual is a student, enrolled at an institution other than UVM please indicate the school the individual is enrolled in on the form. It is acceptable for individuals enrolled at UVM to be in this role if they are on a leave of absence for longer than one semester.

Primary Beneficiary: Use the non-exhaustive criteria below to determine the primary beneficiary of the relationship. If the non-employee intern is the primary beneficiary of the relationship, an employment relationship does not exist, FLSA requirements do not apply, and this job code may be used to provide the individual with a minimal stipend.

UVM may permit an individual to engage as a non-employee in an internship position that:
- Provides hands-on training;
- Is tied to the student's formal education program via integrated coursework or the receipt of academic credit or otherwise provides significant education benefits to the student;
- Is of limited duration;
- Complements, rather than displaces the work of paid UVM employees.

Attachments: I-9*, Signed Notification Letter, eTMP Form in PeopleSoft, Employee Information Form, eAPF in PeopleSoft to pay (eAPF submitted after the eTMP Form creates/updates the individual's record in PS.)
*If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the

hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.

Please note: Non-employee interns must also have a Learning Contract on file with the department. HR does not require learning contracts to be submitted with hire forms however, departments are strongly encouraged to outline and document learning objectives, tasks and outcomes.

Non-employee Volunteer

Job Code: **1006**

Volunteer Definition: This job code is to be used for non-student volunteers who choose to donate their time to the University for public service objectives, not as employees. Generally, the types of services that are appropriately classified as volunteer work are those related to students, such as helping student clubs, coaching club sports, and helping with student recruiting or orientation. Participation in fundraising, such as soliciting contributions on behalf of the University, or volunteering other services needed to help the University carry out its educational programs is also appropriate. Generally, if the University would otherwise need to hire someone to perform the series, it should not allow an individual to volunteer to perform those services.

If a current employee of the University wishes to volunteer, the employee may not volunteer to perform services or tasks at the institution which are similar to or in the same unit of business for which they are compensated as an employee.

A primary feature of volunteer work is that it is uncompensated. However, a nominal fee may be paid to volunteers, and the University may reimburse expenses incurred as part of volunteer work. A stipend is a permissible "nominal fee" if it is not tied to productivity (i.e., hours worked or achievement of certain goals) and is no more than 20 percent of what the University would otherwise pay to hire an individual as an employee to perform the same, or similar, services.

Attachments: I-9*, Signed Notification Letter, eTMP Form in PeopleSoft, Employee Information Form, eAPF in PeopleSoft to pay (eAPF submitted after the eTMP Form creates/updates the individual's record in PS.)
* If I-9 rules must be met – Typically, this means included section 1 completed by the end of the first day of employment, and section 2 or 3 completed within three days of the start date. It may be appropriate to indicate an "I-9 on file" on the hire form in which case a new I-9 attachment is not required. For additional information on I-9 rules see the University Operating Procedures for I-9s.