

CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM #2110 (REVISED) March 2000

SUBJECT: **GUIDELINES AND PROCEDURES FOR CASUAL APPOINTMENTS**

A. References:

1. Executive Policy E9.110, Authority to Approve the Appointment of Casual Personnel.
2. UH Administrative Procedure A9.480, Casual Appointments, dated March 1992 (Attachment 1).
3. CCCM No. 2400, Fair Labor Standards Act (FLSA), dated April 1987.

B. Purpose:

To ensure compliance with Administrative Procedure A9.480, Casual Appointments and to provide additional parameters to ensure the fair and consistent treatment of all casual appointees within the Community Colleges.

C. Responsibilities:

1. Senior Vice President, University of Hawai'i and Chancellor for Community Colleges (hereinafter Chancellor)
 - a. Establishes the guidelines and procedures for casual appointments within the Community Colleges. The guidelines ensure compliance with the current policy and procedures and provide additional parameters to ensure the fair and consistent treatment of casual appointees within the Community College System.
 - b. Approves any requests for exceptions to the Community Colleges guidelines.
 - c. Approves requests for all E/M, instructional, non-teaching, and APT equivalent casual appointments for the SVP/Chancellor's Office.
 - d. Reviews and post audits non-teaching casual appointments quarterly, or as appropriate, to ensure compliance with applicable guidelines and procedures.

2. Provost/Director of Employment Training Center (ETC)
 - a. Implements guidelines and procedures outlined in Section D.
 - b. Approves requests for instructional, non-teaching, and APT-equivalent casual appointments for the respective campus.
 - c. Submits summary sheet (CC Form 20) (Attachment A) and copies of all approved non-teaching casual appointments (CC Form 20A) (Attachment B) quarterly (March 31, June 30, September 30 and December 31) or as requested to the SVP/Chancellor for post audit.

D. Guidelines and Procedures:

1. All casual appointments must be made in conformance to Administrative Procedure A9.480, Casual Appointments.
2. Requests should be submitted on CC Form 20A and must be approved by the SVP/Chancellor or Provost/Director of ETC **before** the effective date of the appointment. All requests should include the following information:
 - a. The name of the department requiring the services of a casual hire.
 - b. A description of the duties and responsibilities to be assigned to the casual appointee. If non-instructional (i.e. counseling, project coordination, etc.) or APT-type services are needed, reference the equivalent class. Note that only BOR type work can be provided by casual appointments; civil service type work cannot be performed by casual appointments.
 - c. The projected appointment period. Casual appointments that are half-time (.50% FTE) or more must not exceed 89 calendar days; casual hires that are less than half-time may be appointed for up to a one-year period.
 - d. The number of hours per week the services will be needed. Any unusual work schedule should also be stated in the request.
 - e. Recommended compensation for the services. All casual appointees that perform duties that are comparable to APT classes, should be compensated hourly. In unusual situations, APT-equivalent casuals may be eligible for compensation on a flat fee basis.

E/M and faculty casual appointments may be compensated on a monthly, hourly or flat fee basis. A justification to support the recommended salary should also be included in the request.

- f. The account code from which the casual appointee will be paid.
 - g. Fiscal Officer's signature to ensure that sufficient funds are available.
 - h. Personnel Officer's signature to ensure appointment is consistent with applicable personnel rules and regulations.
 - i. Any other information that would assist the SVP/Chancellor or Provost/Director of ETC in determining the need or appropriateness of the casual appointment.
3. Casual appointments shall not be used to circumvent the normal recruitment process. Therefore, casual appointments that are rehired repeatedly beyond the initial 89 calendar days must be appropriately justified and requests beyond this period should be reviewed critically.
 4. Casual hires, by the nature of the appointment, are not covered under the collective bargaining agreement, therefore, overtime provisions as stated in the agreement, are not applicable. However, Fair Labor Standards Act (FLSA) provisions may be applicable if the casual hire duties are covered by FLSA.

E. Revisions:

CCCM 2110, dated January 2000.

Joyce S. Tsunoda
Senior Vice President, University of Hawai'i and
Chancellor for Community Colleges

Attachments (CC Form 20, Form 20A)

REQUEST FOR CASUAL/OVERLOAD (CCCM No. 2110)

CC Form 20A(1/2000)

_____ (Campus)

I. Type of Appointment:

- 9 Casual or 9 Overload (Choose one)
- 9 Instructional or 9 Non-Instructional (Choose one)

If casual, list the equivalent BOR class (include position title and pay range):

- 9 Initial appointment
- 9 Reappointment

II. **Appointment Information:**

Requesting Department/Program: _____

Contact Person: _____ Phone No. _____

Account Code(s) to Charge: _____

Appointment Period: FROM _____ TO _____

Number of hours: _____ per week/total **OR** Number of credits: _____
(circle per week or total) (If instructional)

Work Schedule for Appointment (Days and Hours as applicable):

Requested Rate of Pay: _____ hourly/monthly **OR** _____ Flat fee
(circle hourly or monthly)

III. How was pay rate determined? _____

IV. Description of Duties: _____

(Continued on Back)

V. Justification for appointment & impact if not approved: _____

VI. **Appointee Information:** (if already known)

Name: _____

Current UH Employment Information (required if overload appointment):

Campus: _____ Position: _____

Pay Range/Step: _____ FTE: _____ Type of Appt: 9 mos. 9 mos. 11 mos.

Employee's Current Authorized Work Schedule: _____
 (i.e. Mon - Fri. 7:45am - 4:30 pm)

Overload Formula (maximum): $\frac{H}{8} \times \frac{M9}{WDM} =$ _____

H = number of hours required
 WDM = workdays in the month
 M9 = 1/9 annual salary

VII. **Approval of Appointment:**

REQUESTOR: _____ Signature _____ Date _____

RECOMMEND/NOT RECOMMEND:

 Supervisor/Dean/Director Date _____

Adequate funds are available to support this request.

FISCAL OFFICER: _____ RECOMMEND/NOT RECOMMEND:

 Fiscal Officer Date _____

PERSONNEL OFFICER: _____ RECOMMEND/NOT RECOMMEND:

 Personnel Officer Date _____

APPROVE/DISAPPROVE:

 SVP/Chancellor or Provost/Director of ETC Date _____