

Prepared by the Personnel Management Office.
This replaces Administrative Procedure No. A9.480
dated May 1991.

March 1992

RECRUITMENT, SELECTION, AND APPOINTMENT

Page 1

A9.480 CASUAL APPOINTMENTS

1. Purpose

To promulgate procedures for casual appointments in accordance with the provision for appointments in the BORBP, Section 9-1a.(1), Appointments.

The casual payroll (Payroll Number F2) should be used to pay personnel whose periods of appointment and conditions of service do not warrant using regular appointment and payroll procedures.

The casual appointment process should not be used for civil service jobs, e.g., clerical or blue-collar type positions. Short-term appointments for civil service type jobs may be made via the civil service emergency appointment procedures as provided in Section 760-31(c), H.R.S., Provisional and short term appointments.

The casual appointment process should not be used to circumvent the student employment, graduate assistance, or regular BOR appointment process.

2. Applicability/Responsibility

Senior Vice President/Chancellors, Senior Vice President, Vice Presidents, State Director for Vocational Education, Director of Planning and Policy, Director of Budget, Director of Personnel, Manoa Deans and Directors who have been delegated the authority to approve casual appointments (per EP, E9.110, Authority to Approve the Appointment of Casual Personnel, and subsequent delegation memoranda) shall do so in accordance with this administrative procedure.

3. Appointment of Personnel On Casual Basis

Casual appointments can be made for BOR-type positions only when the lack of services to be provided by the casual hire appointee would be detrimental to the program. In addition:

- A. Casual appointments for APT-type services shall fall within the APT classification plan. The APT salary schedule may be used as a guide in determining the compensation for these types of appointments.
- B. Casual appointments for instructional services shall only be made for short term or apprenticeship programs. Lecturers in degree programs appointed on a credit hour basis and on a semester schedule must be given Board of Regents appointments; refer to A.P., A9.560, Appointment of Lecturers and Cooperating Teachers/Counselors.

4. Recruitment

In accordance with federal regulations (Title 41, Chapter 60-250.4), all needs for casual services of three (3) days or more must be listed with the State Employment Service (SES) on the island where the service is needed. Exceptions to this federal requirement include "openings which the contractor (University) proposes to fill from within his (its) own organization or to fill pursuant to a customary and traditional employer-union hiring arrangement ...". Also, "Under the most compelling circumstances an employment opening may not be suitable for listing." Examples of such exceptions are vocational and trade instructors appointed in coordination with the trade unions.

When listing the position, determine from the SES how quickly they can refer qualified personnel. If the SES cannot make referrals in a timely manner, or if no referrals are received within the time specified by the SES, or if the referrals are not qualified, other sources of recruitment may be used. The authority to make exceptions to the requirement of listing the need for casual services with the SES, the determination of a reasonable waiting period for SES referrals, and the determination as to when to initiate other recruitment actions rest with the respective delegated administrator (see item 2. Applicability/Responsibility of this procedure.)

The University has a legal obligation to comply with EEO/AA laws and policies and federal and state statutes, regulations and policies as applicable.

5. Criteria for Casual Appointments

- A. If a casual appointment is half-time equivalent (.50 FTE) or more, the appointment shall be less than three (3) months in duration. If the appointment exceeds these limits, pursuant to the Sections 89-6(c), H.R.S., Appropriate bargaining units and 87-1(5) (B)iii, H.R.S., Public Employees Health Fund, Definitions, the appointee may be entitled to collective bargaining, health fund, and retirement system benefits. Appointments of half-time equivalent or more and for three months or more can be hired and paid only through the regular BOR appointment procedure.
- B. A casual appointment may be made for intermittent work hours to cover a period of less than three (3) months; of, if the appointment is less than half-time, for a period not to exceed twelve (12) months.
- C. More than one casual appointment may be concurrently held by an individual provided there is no conflict of scheduled time of service and provided further that the multiple appointments, when combined, do not exceed the limitations of paragraph 5.A. or 5.B. above. In no situation shall the appointments, when combined, exceed 1.00 FTE.
- D. A casual appointment cannot be extended if the initial appointment period plus the extension will exceed the limits of paragraph 5.A. or 5.B. above, as applicable.
- E. End-to-end casual appointments with a short break in service to avoid a full-scale recruitment and/or fringe benefit coverage as not permitted.
- F. A casual appointment does not carry with it an implicit right or connotation that a subsequent or other appointment will be offered to the individual.
- G. Non-instructional casual appointments shall comply with the State citizenship and residency law, per Section 78-1, H.R.S., Citizenship and residence of government officials and employees, exceptions, and AP, A9.500, Residency Requirements for Public Employment. If qualified residents cannot be found, the hiring unit may appoint non-residents for casual services with the approval of the UH Director of Personnel.

Note: Exception to the criteria above may be made only to item 5.G. with the approval of the Director of Personnel; and to item 5.E. with the approval of the President, Senior Vice President/Chancellors, Senior Vice President, Vice Presidents, State Director for Vocational Education, Director of Planning and Policy, Director of Budget, Director of Personnel, or their designees. Such exceptions should be for good cause.

6. Approval Process

Delegated administrators are authorized to approve the need for casual services and to appoint personnel subject to the criteria in section 5 above. Requests for casual services must be made in writing and must minimally include the following:

- A. A brief description of the work to be performed
- B. A justification for the need to hire a casual appointee; and the impact if the request for a casual appointment is not approved
- C. The inclusive dates of the appointment
- D. The number of hours to be worked per week
- E. The type of funding
- F. The proposed hourly, fee, or monthly rate of pay. The rate of compensation for casual appointees should, as nearly as possible, be the same as the paid regular employees doing the same or similar work. In all cases, the amount cannot be less than the State's established minimum wage rate.

Note: It must be determined whether the prospective appointee is working or will be working in another capacity for the University at any of its campuses during the same period. A regular BOR joint appointment must be made when a casual appointee will hold multiple appointments which total 20 hours a week or more over a period of three months or more.

7. Processing for Payment

The UH Form 6 (PERS) is to be prepared and processed through normal administrative channels as far in advance as required to ensure timely payment to the appointee (refer to the UH Payroll Office processing deadlines distributed annually.) Any Form 6 for instructional services requiring immigration visa clearance should be submitted to the Personnel Management Office via the Dean's or Director's designees on personnel matters. The appointment shall be contingent upon the approval of the U.S. Immigration and Naturalization Service (INS).

When a casual appointment involves intermittent work hours, one Form 6 may be used to cover a period of less than three (3) months. However, in situations where intermittent work hours will not exceed half-time (.50 FTE), one Form 6 may be used to cover the twelve-month period.

In accordance with UH Disbursing Office policy, casual payroll payments are paid at the end of the payroll period following the payroll period in which compensation was earned, i.e., one pay period in arrears. (For example, work performed August 1 to August 15 will be paid on August 31.)

Casual appointees are not entitled to fringe benefit coverage applicable to regular BOR appointees.

The Form 6 and its attachments should be filed/distributed as follows:

<u>Form/Document</u>	<u>Destination</u>
Memo requesting approval for casual services	Retain in departmental personnel office
Form 6:	
. Payroll Copy (original)	UH Payroll Office
. Appointee Copy	Employee
. All other copies	To be distributed as appropriate
Photocopy of a bona fide social security card	Retain in departmental personnel office
Employee's Withholding Exemption and Status Certificate (Hawaii Form HW-4)	UH Payroll Office

Employee's Statement Concerning Non-Residence in State of Hawaii (Hawaii Form HW-6); as applicable.	UH Payroll Office
Employee's Withholding Allowance Certificate (US Treasury Form W-4)	UH Payroll Office
Earned Income Credit Advance (US Treasury Form W-5); optional but not in lieu of W-4	UH Payroll Office
Certificate of Residency (for APT-type appointments only; see AP, A9.500, Residency Requirements for Public Employment	Retain in departmental personnel office
Department of Labor Form UCBP-5 (PERS) (See AP, A9.800, Unemployment Insurance Law)	State Department of Labor
Tuberculosis Clearance (See AP, A9.520, Tuberculosis Clearance)	Retain in departmental personnel office
Immigration and Naturalization Service Form I-9 (see memoranda 12/30/90, 9/5/90, 6/21/87, and 2/5/87 from James Takushi to Vice Presidents, et al.)	Retain in a separate file for all I-9s in departmental personnel office

8. Changes to Appointment Information

Any changes/corrections to casual appointments, including termination, changes in appointment periods, pay rate changes, etc., shall be processed via a UH Form 25 (DISB). It is the responsibility of the Dean, Director, or their designees to inform their casual appointee of changes/corrections that affect their appointments and to file a copy of the Form 25 in the employee's official personnel file.

Attachments

GENERAL INSTRUCTIONS FOR COMPLETING FORM 6
FOR INTERNAL DEPARTMENT USE ONLY

Type of Information	Item No.	How to Complete
UH Number	1	Enter employee's UH number
Name	2	<p>The name on the Form 6 should consistently reflect the same name shown on the SSN card and tax certificates. Enter the last name first, followed by a comma, then the first and middle names. For an exceptionally long name requiring more than 22 spaces, an initial should be used for first and /or middle name. If the name includes a "Jr", show this at the end.</p> <p>Example: Smith, John M Jr</p> <p>NOTE: For changes in name and/or SSN, send a memo and a photocopy of a bona fide SSN card to the UH Payroll Office. The memo should request that the name and/or SSN be changed and state the incorrect and correct data.</p>
Address	3	<p>Show local street address (limited to 26 spaces), city, state (limited to 22 spaces) and zip codes. Use UH address if local address is unknown. Be sure to enter local address on any subsequent Form 6.</p> <p>NOTE: Do <u>not</u> use "#" symbol for "Number."</p>
Birth Date	4	Enter the month, day, and year in six numerals and separated by hyphens, MM-DD-YY, (e.g., 01-28-41).
Sex	5	Show "F" for female or "M" for male
Citizenship	6	Show "N" if non-citizen or "Y" if U.S. citizen. If "N" be sure to complete item 71. APT-type casual appointees must be U.S. citizens (Section 78-1, H.R.S., Citizenship and residence of government officials and employees, exceptions).

Type of Information	Item No.	How to Complete
Visa	7	Type of current visa held., e.g., F-1, J-1, H-1, M-1, Perm, PA (Political Asylum).
Visa NTE	8	Enter the expiration date of the visa in six numerals; separated by hyphens, MM-DD-YY, e.g., 12-31-02.
Hawaii Resident	9	This item is to be completed for APT-type appointments only. Show "Y" for yes. APT-type casual appointees shall comply with Section 78-1, H.R.S., Residency requirement for public employment.
Veteran	10	(Leave blank.)
Marital Status	11	Show: "S" if single "M" if married
Physical Handicap Code	12	(Leave blank.)
Tax Exemptions	13	Show number of exemptions claimed on forms W-4 (Fed.) and HW-4 (State). If it is a negative exemption, show this in parenthesis, e.g. (-03). NOTE: If an employee is claiming exemption from federal withholding tax, show "99". An employee cannot claim exemption from state withholding tax until an employee statement concerning non-residence in the State of Hawaii (HW-6) is processed through the UH Payroll Office and approved by the State Director of Taxation.
Payroll Number	14	Enter as follows: Payroll No. Casual F2 Warrant Distribution. Enter code issued by UH Payroll Office.

Type of Information	Item No.	How to Complete
FICA	15	<p>Enter "E" for employment with Medicare coverage only, e.g., work performed by ERS members and ERS retirees. Medicare continues to be mandatory for employees who have ERS membership status from any state or county government employer, including retirees.</p> <p>Enter "N" for employment exempt from Social Security, Medicare and ERS qualification/eligibility credit, e.g., appointees on F-1, J-1, M-1 visas.</p> <p>Enter "S" for all others. Social security and Medicare are mandatory for all employees not included above.</p>
Nature of Action	16	Enter "Casual Appt".
Effective Date	17	Enter the date the action is effective. Enter the month, day and year in six numerals, separated by hyphens, MM-DD-YY, e.g., 03-01-91.
Appointment Period	18	Enter the dates of the appointment period covered by document. Use six numerals for each date, MM-DD-YY, e.g., 02-01-91 to 03-31-91.
Section "From" (items 19 thru 26) is not to be completed for casual appointments.		
Section "To" (items 27 thru 31) is to be completed for all casual appointments.		
Position Title	27	Enter descriptive title of the position. Titles must not exceed 30 spaces. Abbreviations are allowed. For lecturer positions, be sure to note "Lecturer" first in this item.
Salary Range Step	28	Leave blank, unless data is needed by originating department.
Pay Rate	29	<p>Enter either hourly or monthly rate, not both.</p> <p>If paid on a fee basis, in monthly block, type the dollar amount followed by an asterisk, e.g., 500.00*, and explain in Remarks section.</p>

Type of Information	Item No.	How to Complete
Total Overload Funds	30	Leave blank, unless data is needed by originating department
Name of Employing Agency and Organizational Codes	31	<p>Enter "University of Hawaii" for department, followed by division, branch, and section of the employee. For "Unit," enter the location where the employee will be physically situated.</p> <p>Code according to Employing Agency and Geographical Location Codes, see AP, A9.590, Instructions for the Processing of the Notification of Personnel Action, Standard Form 5B (SF-5B).</p>
Account Code	32	<p>Enter the account codes(s) against which the salary is being charged. A maximum of four (4) account code(s) may be listed. For example:</p> <p>G 91 028 F 538 B 500 G 91 013 F 638 B 500 G 91 024 F 238 B 500 G 91 028 F 538 B 501</p>
	33	Leave blank.
	34	Leave blank.
Remarks	35	Enter appropriate information.
Certification Statement	36	Appointee's signature optional.
Signatures	36A - 36D	Signatures are required.
	36E	Fiscal Office signature required.
	36F	Appointing Officer signature required.