

## Temporary Unclassified Appointment Request

**Instructions:** Please consult with Human Resource Services to determine terms of appointment. Temporary Unclassified Appointments must exceed 90 days. For appointments less than 90 days, contact the Service Center for assistance. The department is responsible for completing this form and obtaining hiring approval signatures (Part IV) **before** the start of the temporary assignment. New employees must complete new hire paperwork with Human Resource Services (an electronic checklist will be assigned) on or **before** their first day. Appointee resume is required and a criminal background check may be required. Page One is the hire request. Page Two is the employment contract. **Note:** Students enrolled in six or more credits per term cannot be appointed to a temporary unclassified position. This limitation includes summer break if the student is enrolled for the fall term. Contact Human Resource Services for guidance on Student Employment.

**Part I / Appointee Information (Must Attach Resume to this Form)**

Name (Last, First): \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Is the appointee a current SOU employee?  Yes  No  
 If YES: 1) University ID Number: 940- 2) Type:  Classified  Administrator  Faculty  Temporary  Other \_\_\_\_\_  
 3) Overtime: Department may be liable for overtime if the combined total hours worked during a week is more than forty

**Part II / Position Information**

Physical Work Location:  Ashland  Medford  Other (State): \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Is this a grant-funded position? Select

Salaried Positions: Full-Time Monthly Salary Rate: \$ \_\_\_\_\_ FTE: \_\_\_\_\_ Actual Monthly Rate of Pay \$ \_\_\_\_\_  
Example (\$3,000) Example (0.50) Example (\$1,500)

Hourly Positions: Hourly Rate: \$ \_\_\_\_\_ Approx. # of hours employee will work? \_\_\_\_\_ Amount Not to Exceed (if applicable): \$ \_\_\_\_\_

Note: Pay periods begin on the 13th of the month and end on the 12th of the following month. Hours worked June 13th-30th will fall in the *next* FY budget cycle.

Anticipated Work Schedule (circle): S M T W TH F S Shift: start end Appointment Basis: Select

**Reason for Appointment:**

- Search did not result in an accepted offer  An internal restructuring or reorganization  A verified need to accommodate an employee
- Critical need to fulfill a position within a set time frame  Current employee on approved leave  Renewal of previously approved temporary appointment (Not to exceed 12 months)

**Description of Duties** (This position may be a mandated reporter. For additional information, please see "Conditions of Employment" (page 2). )

Based on the duties, is this position designated as a critical, security-sensitive or safety-sensitive per [SOU Policy](#)?

No  Yes

If yes, must complete and return [Consent for Background Check Form](#) to HRS (Churchill Hall, Room 159; hrs@sou.edu; Fax 541-552-8508).

**Note:** HR will determine FLSA status (exempt/non-exempt) at the time the appointment request is received. Dependent upon primary duties, unclassified temporary employees may be considered eligible for overtime when hours worked in a week are over forty. It is the department's responsibility to ensure actual hours worked are entered into the appropriate timesheet and submitted to the Service Center by the end of the pay period. Please note, hours worked will ultimately determine the position's eligibility for benefits and retirement. **HR Use only**  Exempt  Non-Exempt (Initials: \_\_\_\_\_)

**Part III / Department Information**

Division/Department: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_ Contact #: 2- \_\_\_\_\_ Pay Index Code/Split: \_\_\_\_\_ / \_\_\_\_\_  
 Web Time Entry: Approver: \_\_\_\_\_ Proxy/Proxies: \_\_\_\_\_

**Part IV / Hiring Approval Signatures**

1. Supervisor \_\_\_\_\_ Date \_\_\_\_\_ 2. Director \_\_\_\_\_ Date \_\_\_\_\_ 3. Vice President/Provost/President \_\_\_\_\_ Date \_\_\_\_\_  
 4. Human Resources \_\_\_\_\_ Date \_\_\_\_\_ 5. Budget \_\_\_\_\_ Date \_\_\_\_\_

**FOR INTERNAL USE ONLY - HR Assists Department in Initiating Form → Approvals → Budget → HR → Service Center (New Employees Only) → HR → Payroll**

HUMAN RESOURCES			BENEFITS			PAYROLL			BUDGET					
FUNCTION	DATE	INITIALS	FUNCTION	DATE	INITIALS	FUNCTION	DATE	INITIALS	FUNCTION	DATE	INITIALS	FUNCTION	VALUE	INITIALS
BANNER DATA ENTRY			PEBB			PEALEAV			NBAPBUD			NOC CODE		
NOC CODE _____	LOC CODE _____		PERS / ORP				NBAPOSN			POSITION#				
COPY PAYROLL/BENEFITS			PDAEDN			NBAJOBS			Annual Hourly FTE Salary			\$		
CLASS CODE _____			PWOAEMP				Annual Adjusted Appointment Salary			\$				
PERSONNEL FILE			BENEFITS FILE											
FLSA EXEMPTIONS Basis _____, Level _____, Duties E A P,														

Welcome to Southern Oregon University. As part of the employment process, the Internal Revenue Service requires the employer to record the employee's name and social security number from the social security card for wage reporting purposes. Additionally, the Immigration and Reform and Control Act of 1986 requires the employee to attest to his/her employment eligibility no later than the first day of employment through completion of section one of the I-9 Form. Lastly, identity and employment authorization must be provided within three business days of your date of hire. A list of acceptable documents is included on the back of the I-9 Form and the form can be located at <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. The SOU Service Center may be contacting you to schedule an appointment to complete new hire paperwork.

The terms of this appointment are governed by Oregon law, regulations, and applicable SOU policies, including but not limited to, those relating to tenure, termination of employment, and patents. A full listing of all SOU Policies may be found at <https://inside.sou.edu/policies/all-policies.html>. This appointment is contingent upon determination of program reductions or the availability of funds (i.e. grant funding). Any approved and authorized salary change shall automatically amend this contract. This temporary unclassified appointment does not assure or imply appointment to a regular position at Southern Oregon University and the appointment may be terminated at any time at the discretion of the appointing authority. Should the termination date be earlier than noted below, your supervisor will notify you accordingly.

Exempt positions must complete a monthly leave record to report absences. Non-exempt positions must complete a monthly timesheet to record hours worked. Intermittent/hourly appointments will be scheduled to work with advance notice whenever possible and may include periods when you may not be called for work, as well as, periods when you may be called consecutively for a number of days. The pay period always begins on the 13th of the month and ends on the 12th of the following month. Payday is the last business day of the month. Hours are entered into Web Time Entry and additional information can be found at <http://inside.sou.edu/sc/wte.html>.

Where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the regular rate for that week is the weighted average of such rates. That is, the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs. In addition, section 7(g)(2) of the FLSA allows, under specified conditions, the computation of overtime pay based on one and one-half times the hourly rate in effect when the overtime work is performed. The requirements for computing overtime pay pursuant to section 7(g)(2) are prescribed in 29 CFR 778.415 through 778.421. FLSA Fact Sheet #23

Employee Name: _____	Supervisor: _____
Working Title: _____	Supervisor Phone #: _____
Department: _____	Actual Rate of Pay: _____ per <input type="checkbox"/> Month <input type="checkbox"/> Hour
Location: _____	Amount not to exceed (if applicable): \$ _____
Start Date: _____	Anticipated Work Shift: (circle) S M T W TH F S
End Date: _____	Shift Time: start _____ end _____
FLSA Status <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

As a temporary unclassified employee you *may* be eligible for (refer to <https://inside.sou.edu/hrs/benefits.html> for more information):

- Oregon Public University Retirement Programs
- Medical, dental, or vision and optional benefits through Public Employee's Benefit Board (PEBB)
- Medical, dental, or vision according to the Affordable Care Act
- Paid vacation leave and sick leave in accordance with the Oregon sick time law and the [SOU Administrative Leave Policy](#)
- Staff tuition fee privileges
- Holiday pay

As a temporary unclassified employee you are *not* eligible for:

**Direct appointment to regular employment status; Employment discounts or use of facilities not available to the general public; SOU Identification Card**

**Clery Act - Positions having significant responsibility for student and campus activities, and those who manage or otherwise oversee student and campus activities are designated as a Campus Security Authority (CSA) under the Clery Act. Duties may include but are not limited to: student and family housing; a student center; student extra-curricular activities; athletic coaches and trainers; faculty advisors to student groups; staff responsible for student discipline; and campus judicial staff. The CSA is a federally mandated crime reporter who must report all Clery Act crimes to Campus Public Safety. If a CSA observes or becomes aware of a crime, or a person reveals that s/he learned of, was the victim of, perpetrator of, or witness to a crime, CSAs are required to report the information to Campus Public Safety. For questions regarding reporting obligations contact Campus Public Safety at 541 552-6258 or contact the Clery Coordinator at [clerycoordinator@sou.edu](mailto:clerycoordinator@sou.edu) for additional information.**

The Oregon Legislature has enacted legislation expanding Oregon's mandatory child abuse reporting requirements to include all employees of colleges and universities. It is important that all SOU faculty and staff understand their obligations as mandatory reporters of child abuse. (HB 4016, ORS 419B.010)

I certify that I have read and understand the conditions of employment. Please sign and return this form to Human Resource Services (Churchill Hall, Room 159).

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Employee's Name (Print) Employee's Signature Date