

MONTHLY PAYROLL POLICY

ORIGINATOR: Personnel
DATE: April, 1991 (revised)
POLICY #82-1

PURPOSE:

To establish a policy and procedure for employing and paying:

1. Persons working in EMERGENCY situations;
2. Persons working in non-conventional situations.

APPLICABLE TO:

Persons working in emergency an non-conventional situations on a short term basis.

RESPONSIBILITY:

All managers and supervisors whose responsibility includes the screening and selection of temporary, and/or emergency staff are expected to comply with this policy. The Office of Personnel Services will approve and audit to assure policy compliance.

POLICY:

The monthly payroll is not to be utilized as a substitute for filling authorized funded positions on the classified or nonclassified payrolls except as defined within the limits of this policy. The University recognizes that the "monthly" payroll is unique to the University and it is the University's intention to restrict its use to: (1) real emergency situations, and (2) those persons employed in non-conventional situations.

If an individual is a state or non-conventional University employee, the person cannot be paid on a voucher for services rendered, said person shall be paid on a monthly payroll form (MP-7) in conformance with the enclosed regulation. In situations warranting temporary employment, but not meeting the criteria for monthly payroll, the University will adhere to the Merit System Law and Union Contract provisions for hiring individuals on the bi-weekly payroll. Such individuals will be hired and appointed on the regular bi-weekly payroll system, consistent with the University established policy for hiring procedures.

TERMS:

Emergency: An unforeseen circumstance or a combination of circumstances which calls for immediate actions in a situation which is not expected to be of a recurring nature. Emergency appointments made under this policy will be limited to 30 days or less.

Non-Conventional Employment Situations:

1. Overtime payment/sea pay to Research Vessel crew.
2. Summer Stipends for Academic Department Chairpersons.
3. Cooperating teachers.
4. Athletic Events (ticket takers, sellers, time keepers).
5. Honorarium/stipends.
6. Compensatory time payment, nonclassified, non-faculty only.
7. Other non-conventional employment/labor conditions not stipulated above as negotiated by Director of Personnel Services and approved by the Vice President for Business and Finance.

PROCESS:

Emergency Employment and Non-Conventional Employment:

1. Obtain approval of appropriate Dean or Director. Assure any recommendation is in compliance with the PERSONNEL SERVICES BUDGET. Indicate on form, source of funding to be charged and object code.
2. The form will then be forwarded to the Office of Personnel Services where it will be approved for policy compliance and contractual agreement prior to the individual's starting date.
3. The form will then be forwarded to the Payroll Office and the time card will be issued to the department. The proper employment form for emergency and non-conventional employment is the MP-7 form, The forms are available in the Office of Personnel Services.

NO EMPLOYMENT COMMITMENTS ARE TO BE EXTENDED PRIOR
TO AUTHORIZATION BY THE OFFICE OF PERSONNEL SERVICES

NO EMPLOYEE MAY BEGIN HIS/HER EMPLOYMENT
WITHOUT PRIOR AUTHORIZATION
BY THE OFFICE OF PERSONNEL SERVICES