

## Employment Guide

### Temporary and On-Call Employees

This document guides the process for hiring, changing status and/or terminating individuals in MSU Extension who occupy a temporary or on-call (TOC) position.

#### Table of Contents

Types of Employment – as defined by Michigan State University.....	2
Position Titles for MSUE Temporary and On-Call Employees.....	3
Steps Required to Fill / Request a Position.....	4
Pooled Posting Information .....	6
On-Call Minor Employment .....	7
Change of Status Guidelines & Process .....	9
Funding and Account Number Changes .....	10
Termination Process .....	10
Required Relationship Violence and Sexual Misconduct Training.....	11
Annual Background Check .....	11

## Types of Employment – as defined by Michigan State University

**Temporary employment** – appointment lasting no more than 9 months, working 20 – 40 hours per week

Temporary employees are defined by employment percent, ranging from 50 – 100% (see definitions below).

- Employment status between 50% - 74% = 20-29 hours per week
- Employment status between 75% - 100% = 30-40 hours per week – **all temporary employees hired at this level will be immediately eligible for benefit coverage under the Affordable Care Act and related costs will apply (approximately \$587.77 per month, for the entire 9 month appointment).**

Within MSU Extension, individuals may have a maximum of two back-to-back temporary appointments; separated by a minimum of a 7-day break in service. It is possible for an employee to have more than two temporary appointments; however, after the second temporary appointment a full 90-day break in service or working as an on-call for 90 days is required.

After either working as an on-call for 90 days or taking a full 90-day break in service, it is possible to re-hire the employee for another 9-month temporary appointment. However, prior to doing this, the Supervisor, Institute Director and MSUE HR must agree and discuss the rationale for appointing the employee into a third temporary appointment.

Temporary employee hours cannot be banked; employees must be paid for all hours worked on the days they were worked.

**On-Call employment** – able to work a maximum of 19 hours per week (on average).

On-call appointments are provided for individuals appointed on a short-term basis, working an average of 19 hours per week. On-call hours cannot be banked; employees must be paid for all hours worked on the days they were worked.

There is no end date tied to on-call positions.

Supervisors are responsible for notifying MSU Extension Human Resources when an on-call appointment ends.

For information regarding hiring On-call minors (employing an individual under the age of 18), see page 7 of this Employment Guide.

## Position Titles for MSUE Temporary and On-Call Employees

Below are the University approved position titles and brief descriptions used for temporary and on-call employees. When completing the TOC Position Request form, a description will need to be included of the duties/responsibilities the individual will be performing along with a working title that best fits the position. Based on the information provided by the supervisor, **MSUE HR will determine the Position Title that best fits**. This information will be communicated back to the requestor at the time of approval and will be advertised with the position.

- **AmeriCorps Aide**- *Provides assistance and support for education, health and human needs, the environment and/or public safety as part of the National AmeriCorps volunteer program.*
- **Extension Program Worker** – *In alignment with the mission, programs and initiatives of MSU Extension, delivers research-based information to program participants through various methods and/or provides support and coordination of MSU Extension programs. Provides support similar to an Extension Program Instructor, 4-H Program Coordinator, and/or Extension Community Nutrition Instructor.*
- **Camp/ Conference Aide**- *Performs a variety of duties in support of summer camps and conferences, such as responding to participant concerns, questions and emergencies; maintaining/monitoring camp rules, checking in/out of participants, attending meetings. May involve overnight supervision of participants.*
- **Clerical Aide** - *provides clerical support; responsibilities may include secretarial, receptionist, bookkeeping, information processing, or related clerical tasks.*
- **Coaching Aide**- *Assists in the planning, instruction (coaching), promotion and administration of a sport, game, or athletic program; assists with conditioning of players, skill development, and play techniques.*
- **Events Worker**- *Provides support for concerts, sporting events, outdoor functions and related University special events. Duties may include working at an assigned station in a concession stand; preparing and dispensing refreshments; transporting, maintaining and arranging supplies, equipment and materials; operating a cash drawer; assisting with parking enforcement; acting as an event usher; and similar event related responsibilities.*
- **Labor Aide** - *provides food service, custodial, general labor or maintenance support for department's located off-campus.*
- **Lifeguard**: *Maintains concentrated observation within and around swimming facilities; supervises the use of safety-related swimming equipment; provides rescue and administers aid to swimmers in distress.*
- **On-call Minor**- *Provides general support to a department or unit. Incumbents in this classification must be a minor and meet all legal requirements for employment, including restrictions on the type of work to be performed, limits on hours worked, and possession of appropriate documentation.*
- **Professional Aide** - *provides professional support. Responsibilities may include general business, science, medical, agricultural or other professional support functions.*
- **Technical Aide** - *provides technical support; responsibilities may include computer programming or operations; research support; medical patient care; technical equipment maintenance, repair, fabrication or operation; or other technical support functions.*
- **For a full list of all MSU Temporary and On-call employee job titles and related pay, go to:**  
<https://www.hr.msu.edu/ua/promotion/support-staff/on-call-temp-title-list.html>

# Steps Required to Fill / Request a Position

**Employment may not start until all of these steps are complete:**

- 1) The completed TOC Position Request Form is submitted and approved.**
- 2) Recruiting process has taken place and a candidate has accepted the position.**
- 3) All hire paperwork (data collection form, background check, Electronic I-9) is complete.**
- 4) Supervisor has received an email notification from MSUE HR that it is ok for employment to begin.**

**The steps below should be used when hiring a new employee or rehiring an employee that has previously worked for MSU and/or MSUE.**

- 1. TOC Position Request Form** –must be completed for any new hire or rehire.
  - a. Six (6) weeks prior to the anticipated start date for an individual you must complete the **TOC Position Request form**. Within the form, there is a direct submit button which will allow you to electronically submit the request. Or, it may be emailed to [MSUE.TOC.Student@msu.edu](mailto:MSUE.TOC.Student@msu.edu), for approval.
    - i. For assistance completing the form, please view the TOC training (review of the TOC position request form begins at 16:00): [https://mediaspace.msu.edu/media/t/1\\_6926cson](https://mediaspace.msu.edu/media/t/1_6926cson)
    - ii. Search Committees and interviews are required as part of the recruiting process for TOC employees. A minimum of 3 search committee members is required. Search committee members will need to be listed on the TOC position request form.
  - b. After the completed TOC position request form is received, approval of the Institute Director, District Director, Fiscal Officer and Human Resources will be obtained (these approvals will be obtained by HR once the form is received, you do not need to obtain these prior to sending the form).
  - c. Once a decision (approval or denial) has been reached, you will be notified by MSUE HR if you are able to move forward with the hire/filling of the vacancy. MSUE HR will post the position based on the date indicated on the position request form and will provide posting details to the supervisor/search committee.
- 2. Source/Advertise the Position:**
  - a. MSUE HR will source the posting to Careers@MSU and MI Talent.
  - b. Supervisors should continue to advertise locally and reach diverse audiences through the advertising process.
  - c. Supervisors are responsible for advertising to additional audiences. Reach out to your District Support, District Director, or Direct Supervisor for assistance in advertising.

**3. Applicant Review/ Interviews:**

- a. Applicants will apply on the Careers@MSU website.
- b. Once the position closes, MSUE HR will send applicant list to the search chair.
- c. Search committee will review applicant resumes and schedule/conduct interviews.

**4. Select Candidate & Offer Process:**

- a. Once a candidate has been selected by the search committee, search chair will need to reach out to MSUE HR to determine start date.
  - i. Start date must be 2 weeks out from date of electronic offer.
- b. Search Chair will send all search materials to MSUE HR.
  - i. In body of email, indicate individual selected for hire, confirm that verbal offer has been extended and accepted.
- c. MSUE HR will confirm start date and extend electronic offer to candidate.

**5. Hire Process:**

- a. Upon offer acceptance, new hire will be directed to fill out Data Collection Form (previously was TOC hire form).
- b. MSUE HR will notify supervisor when new hire has accepted the electronic offer and will send additional information on required HireRight background check and Electronic I-9.
- c. When data collection form, HireRight background check, and I-9 are complete, new hire and supervisor will receive email from MSUE HR confirming all steps are complete and that new hire can begin working.

**6. Supporting Documents for Hire Process:** Items mentioned below will need to be completed and submitted to MSUE HR ([MSUE.TOC.Student@msu.edu](mailto:MSUE.TOC.Student@msu.edu)) at the end of the search process for the position.

- a. An Electronic I-9; this must be completed online. Electronic I-9 instructions can be found on the MSUE HR site:  
[http://od.msue.msu.edu/human\\_resources/internal\\_hiring\\_procedures\\_forms](http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms)
- b. A background check from HireRight, LLC will be sent to the employee's email address once the data collection form is received. If the employee would prefer to sign an authorization form, it can be found here:  
[https://www.hr.msu.edu/employment/documents/HireRightDisclosureandConsentForm\\_ALL.pdf](https://www.hr.msu.edu/employment/documents/HireRightDisclosureandConsentForm_ALL.pdf). This must be sent back to MSUE HR for the background check to be completed.
- c. Position Vacancy Record:
  - i. Position Vacancy Record (PVR) will provide information concerning the recruiting process, the process used for selected candidates, and to ensure an open and fair process was utilized in filling the position.
  - ii. The supervisor is responsible for submitting the completed TOC PVR form to MSUE HR, collecting all interview documentation from committee members (including the Applicant Review Sheet, sourcing information, interview invitation emails, interview record forms/ interview questions) and turning in all interview documentation to MSUE HR via email ([MSUE.TOC.Student@msu.edu](mailto:MSUE.TOC.Student@msu.edu)) at the end of the search process.

## Pooled Posting Information

Pooled postings can be used to fill multiple positions from one posting/one applicant pool.

Pooled posting positions must be identical (same job title, type of employment, MSUE institute). If positions are not identical, separate TOC position request forms must be completed for each position.

**How many positions are included in a pooled posting?** Maximum number of positions for a single pooled posting is 100. Positions can be added in increments of 25 at a time.

**When would I use a pooled posting?** Example: A supervisor would like to hire 6 Extension Program Workers to conduct programming at a summer camp. Instead of posting 6 separate positions, one Extension Program Worker position would be posted with the option of hiring 6 individuals from that one posting.

**How do interviews work for pooled postings?** If search committee is identical for all pooled positions, candidate will only need to be interviewed once.

- If you have a pooled posting open with various work locations, you may want to include members from each location to be a part of the search committee. If committee consists of individuals from each work location, candidates would only need to be interviewed once.
- If committees are different, based on different locations for example, candidate will need to be interviewed more than once, for the various positions.

**Do I need to complete one PVR for a pooled posting?** No, separate PVRs will need to be provided for positions within a pooled posting.

- For example, if 3 positions available, 3 PVRs are required.
- A candidate will need to be included on PVR for any positions interviewed for.

Additional pooled posting information can be found at 23:55 in the TOC training video:

[https://mediaspace.msu.edu/media/t/1\\_6926cson](https://mediaspace.msu.edu/media/t/1_6926cson)

## On-Call Minor Employment

The TOC position request form will be submitted and all steps mentioned on page 4 and 5 (above) of the TOC employment guide will take place for the position.

If the individual selected as the hire for a posted TOC position is a minor (under the age of 18), in addition to the background check and I-9, **the minor will also need to have a signed work permit and Parent Consent Form on file prior to starting work.**

**Work Permit Information:** New hire must obtain a work permit from their high school. Below outlines who is responsible for completing each part/section of the work permit.

- Part I – completed by employing department (Supervisor, District Support, etc.)
- Part II – completed by the student/applicant
- Part III – completed by the minor's school

State of Michigan Work Permit Information:

<https://www.michigan.gov/leo/0,5863,7-336-94422-510667--,00.html>

Minors under 18 years of age must obtain a work permit or a written agreement or contract entered into between the employer and the governing school district, public school academy, or nonpublic before starting work. Work permits can be obtained from the state of Michigan school issuing officer (the chief administrator of a school district, intermediate school district, etc.) the minor attends or the school district where the minor will be employed. If the minor changes jobs, a new work permit is required for the new employer. A work permit may be revoked for poor academic performance. A work permit is required even if the minor is home/cyber/virtual/online schooled, does not attend school, or out-of-state resident.

CA-6 (UNDER 16 years of age) work permits must be printed, front and back, on pink paper to be valid. CA-7 (16-17 years of age) work permits must be printed, front and back, on yellow paper to be valid.

Once the work permit is signed and completed, supervisor will mail original copy of work permit to MSUE HR at:

Justin S. Morrill Hall of Agriculture  
446 W. Circle, Room 408  
East Lansing, MI 48824

**Parent Consent Form Information:** Should the minor become injured or ill while working for Michigan State University, we want to ensure that there is no delay in seeking medical assistance. The minor's parent/guardian is required to complete and sign the form below to grant us permission to treat them for a minor injury or medical problem.

<https://hr.msu.edu/employment/documents/ParentConsentForTreatment.pdf>

**\*\*An on-call minor may not begin working until their work permit and parent consent form are completed/signed.**

New hire takes the following forms to their parent or legal guardian for completion and signature:

- Background Screen consent form :  
[https://www.canr.msu.edu/od/human\\_resources/HireRightDisclosureandConsentForm.pdf](https://www.canr.msu.edu/od/human_resources/HireRightDisclosureandConsentForm.pdf)

### **I-9 information for minors:**

The parent or legal guardian may need to complete the I-9 form, based on the criteria below. This information can also be found on the HR web page under MSUE Hiring Procedures/Forms ([http://od.msue.msu.edu/human\\_resources/internal\\_hiring\\_procedures\\_forms](http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms))

- If an employee is under 18 and is able to produce proof of identity as defined in column B on the last page of the I-9 form, the employee can complete the I-9 themselves without parent/legal guardian.
- If a minor (individual under 18) is not able to produce an identity document, a parent or legal guardian is able to establish identity for the minor by completing Section 1 of the form, filling in "Minor Under Age 18" in the Signature of Employee line and completing the Preparer/Translator Certification (see sample below).

Signature of Employee: <i>Individual Under Age 18</i>		Date (mm/dd/yyyy): 06/30/2013	
<b>Preparer and/or Translator Certification</b> (To be completed and signed if Section 1 is prepared by a person other than the employee.)			
I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.			
Signature of Preparer or Translator: <i>Bill Doe</i>		Date (mm/dd/yyyy): 06/30/2013	
Last Name (Family Name) Doe		First Name (Given Name) Bill	
Address (Street Number and Name) 123 Minor Street		City or Town Washington	State DC
		Zip Code 20000	

- In either case the employee is still required to produce authorization to work documents as defined in column C (see example below).

Initial from Section 1: Doe, Susan B

OR	List B Identity	AND	List C Employment Authorization
	Document Title: <i>Individual under age 18</i>		Document Title: <i>Social Security Card</i>
	Issuing Authority: ↑		Issuing Authority: SSA
	Document Number: ↑		Document Number: 000000000
	Expiration Date (if any):		Expiration Date (if any)(mm/dd/yyyy): N/A

In Section 2 the employer enters information for List B as seen here.



Once all forms are completed and signed work permit is received, MSUE HR will process the hire and send a confirmation email to new hire cc'ing supervisor, letting them know the new hire may begin working.

## Change of Status Guidelines & Process

**Definition:** an employment change to a current / active employee.

### Change of Status Types:

1. **Employment Type Change** (temp to on-call or vice versa)
  - An individual may move from temporary to on-call status, once, without requiring a break in service<sup>1</sup>.
  - An individual cannot move from on-call to temporary without being re-hired through the posting process.
  - An individual may not have more than two back-to-back 9 month temporary appointments without a 90 day break in service or moving to on call for 90 days.  
<sup>1</sup>A break in service is defined as seven consecutive days not employed by MSU.
2. **Employment Percent Change** (increase or decrease of employment percent/hours worked per week)
3. **Pay Rate Change**
4. **Supervisor Change**

*Justification for the changes will need to be provided prior to form submission.*

**Form:** TOC Change of Status form

**Location of Form:** MSUE HR web page:

[http://od.msue.msu.edu/human\\_resources/internal\\_hiring\\_procedures\\_forms](http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms)

**Submission information:** Change of Status forms must be submitted **two weeks prior** to the change effective date.

## Funding and Account Number Changes

**Definition:** Any change to an active employee's funding. This includes account number changes, changes to a grant account end date or percentages associated with those account(s)/grant(s).

**Form:** Account Add/ Delete for TOCS survey

**Location of Form:** MSUE HR web page:

[https://www.canr.msu.edu/od/human\\_resources/time\\_and\\_attendance](https://www.canr.msu.edu/od/human_resources/time_and_attendance)

**Submission information:** Funding changes should be submitted as soon as you are aware of the change, but no less than seven days prior to the effective date of change.

While retroactive funding changes may be made, these cannot be more than four weeks in arrears.

## Termination Process

**Definition:** Any separation in employment – resignation, involuntary termination, student employee graduated, etc. (note: any employee that has not worked for 1 year (365 days) will be terminated unless supervisor justification is provided).

**Form:** There is not a form for this process, see the submission information below for instructions.

**Submission information:** As soon as an employee resigns, please email a copy of the resignation letter or resignation email to [MSUE.TOC.Student@msu.edu](mailto:MSUE.TOC.Student@msu.edu). The resignation letter must include the last day worked.

If the employee is being terminated for reasons other than resignation, the supervisor should email the [MSUE.TOC.Student@msu.edu](mailto:MSUE.TOC.Student@msu.edu), with any information regarding reason for termination as well as the employee's last day worked.

\* It is optional for the employee to complete the **MSUE Separation Checklist** and **Exit Interview Template**. Both of these documents can be found on the HR web page, under **Separation from Employment**: [http://od.msue.msu.edu/human\\_resources/separation\\_from\\_employment](http://od.msue.msu.edu/human_resources/separation_from_employment).

# Required Relationship Violence and Sexual Misconduct Training

## Temporary and On-call employees:

As employees of Michigan State University, all temporary and on-call employees required to complete the **Relationship Violence and Sexual Misconduct training**. Employees are required to complete this training within 30 days of hire and every two years thereafter.

1. Once the temporary and on-call employee has activated their netID, they will go to this site: <https://train.ora.msu.edu> and log in using their MSU netID and password.
2. Once logged in, under 'My Requirements' and/or 'My Enrollments', they will click on the assigned training: RVSM Other Affiliates (POE-T-0007).
3. When they have finished the course, their status will reflect as finished under their requirements and their completion status will be kept on file for two years.

If the system states the temporary or on-call employee has taken the training within the last 2 years, they will not have to complete the training until they receive an email reminder instructing them to do so.

For more information about RVSM training, visit the [Office for Civil Rights and Title IX website](#).

If there are questions related to the course itself or an employee needs special accommodations to complete the course, please contact the Office of Institutional Equity at [empower@msu.edu](mailto:empower@msu.edu) or (517) 355-3908.

## Annual Background Check

All MSU Extension employees, on and off campus, are subject to an annual criminal background check in accordance with Section V of the Michigan State University youth programs policy. At the time of hire, MSU Extension employees will receive an email from MSUE HR prompting them to sign a consent form. This form will allow MSU to conduct annual criminal background check on the employee for the duration of their employment.

This annual background check does not replace the required background check at the time of hire.

More information on the required annual background check can be found on the [HR OD Website](#).