A. PURPOSE

The purpose of this policy is to provide a means for departments to employ part-time wage (hourly) staff, without a recruitment, when an employee is needed to meet seasonal or temporary workload needs for short-term projects, as interim replacements or to perform jobs that do not require a classified employee.

B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended, grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Restructured Higher Education Financial and Administrative Operations Act (Chapter 4.10 of Title 23 of the Code of Virginia, as amended)

Virginia Department of Human Resource Management Policy 2.20 - Types of Employment

C. DEFINITIONS

Budget Unit Director - The University employee on record with the Office of Finance Data Control as having signature authority and financial management responsibility for a specific budget code.

Direct Hire - The employment of an individual in a wage position without conducting a recruitment to fill the position.

Wage Employee - A non-salaried employee who receives pay for hours worked and is not covered by the provisions of the Virginia Personnel Act. (Wage employees are sometimes referred to as hourly employees.) Wage employees have no guarantee of employment for a particular term or a particular daily or weekly work schedule; they serve at the will of the designated hiring official and may be terminated at any time. The work-hour limit for wage employees is 1500 hours annually (365 consecutive days starting on the wage employee's first day of work). When an employee has reached the maximum of 1500 hours within the 365 consecutive day period, he or she may not continue working until the first day of the new 365 consecutive day period, which is the anniversary date of the employee.
D. SCOPE

This policy applies to all University departments and academic units.

E. POLICY STATEMENT

Occasionally a situation occurs when a wage employee is needed to carry out specific duties for a short period of time or a department has a need for part-time work or contingent employment. A “direct hire” will not require listing on the vacancy list and advertising or recruiting in the usual manner, but must be processed by the Department of Human Resources.

F. PROCEDURES

1. The department or academic unit must have an established wage position or must request establishment of a wage position by completing an HR-3 Form (Request to Establish/Change an Hourly Position), the position description and related employment forms, and submitting them to the Compensation and Staffing unit in the Department of Human Resources.

2. The department or academic unit must identify someone who meets the minimum requirements listed in the position description.

3. The department or academic unit must submit a direct hire packet requesting approval from the Compensation and Staffing unit in the Department of Human Resources to employ someone as a Direct Hire.

4. The person cannot begin work until the Department of Human Resources completes the approval process.

5. The department is responsible for tracking hours worked and ensuring compliance with the 1500 hour limit.

If a department or academic unit does not have a wage position to which they can assign an employee or has not identified someone who meets the minimum requirements of their wage position, they will be unable to employ someone as a direct hire. The alternative is to initiate a recruitment through the Department of Human Resources for the position or contract services with a temporary employment agency. Temporary employment agency personnel are not assigned to University wage positions and are not placed on the University payroll. The Budget Unit Director should contact the Department of Materiel Management for assistance with contract services through temporary employment agencies.

G. RESPONSIBLE OFFICER

Human Resources Staffing & Operations Manager

H. RELATED INFORMATION

Old Dominion University Department of Human Resources Direct Hire Process
Request to Establish/Change an Hourly Position
Request to Recruit a Classified or Hourly Position
POLICY HISTORY
************************************************************************
Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:
/s/ Pamela Harris        June 4, 2012
Responsible Officer      Date

Policy Review Committee (PRC) Approval to Proceed:
/s/ Donna W. Meeks      February 1, 2011
Chair, Policy Review Committee (PRC)    Date

Executive Policy Review Committee (EPRC) Approval to Proceed:
/s/ September Sanderlin       June 4, 2012
Responsible Oversight Executive      Date

University Counsel Approval to Proceed:
/s/ R. Earl Nance      June 11, 2012
University Counsel      Date

Presidential Approval:
/s/ John R. Broderick      June 13, 2012
President      Date

Policy Revision Dates:      December 1, 1988; October 2, 2009; September 28, 2011
(Interim Policy); June 13, 2012

Scheduled Review Date:      June 13, 2017