

## Casual Wage and Limited Term Hiring Guidelines

*The following guidelines have been developed to assist hiring supervisors when hiring Casual Wage and Limited Term Employees.*

*The term Casual Wage applies to employees who are typically used for intermittent projects for which the use of students is not appropriate, for unusual special needs and to fill in for employees during vacations or other leaves. Casual Wage also applies to those employees who work less than 17.5 hours per week in a regular position.*

*Limited Term applies to employees who work at the College filling one position for a specific period of time at 17.5 hours per week or more.*

**Please Note:** *Casual wage employees are eligible to become regular benefits-eligible college employees after completion of 1000 hours of work in a 12 month period. The 1000 hours are cumulative, including work done in all college assignments.*

- *Determine if the departmental budget has funds to cover the cost of the assignment/position.* During the budget process, departments need to estimate carefully their anticipated need for casual wage and limited term employment.
- *Contact the Employment Staff in Human Resources to request assistance with the department's staffing needs..*
- *Complete the Casual Wage/Limited Term Requisition Form (see Casual Wage/Limited Term Requisition Form, p. 2)* This form must be completed and signed by the department head and include the following information: start date, anticipated end date, hours of assignment, and a general description of the duties and skills necessary to complete the assignment.
- *Send completed form to the Budget Office for signature*
- *Budget Office will forward form to Human Resources*
- *Human Resources determines wage rate and will assist the department in locating qualified casual wage employees.*
  - *If the temporary employee is hired through Wellesley's in-house temporary pool, the employee must complete the necessary tax forms through Human Resources prior to the date they begin working. The hours worked are recorded by the department on the casual wage transmittal sheet produced by the Controller's Office and are paid weekly.*
  - *If the temporary employee is hired through an outside agency, you will receive an invoice from the agency at the end of each week. Verify the information on the invoice, write the budget number on the invoice and obtain an authorized signature. Forward the top copy to the Controller's Office for payment.*

# Wellesley College Requisition for Casual Wage Employment

Date: Budget # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Department:

Department Head's Signature:

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Type of Request: (check one)

One-time Assignment

Description of duties:

Skills Needed:

Hours: (daily)

Start Date:

Anticipated End Date:

On-going Assignment

Description of duties:

Skills needed:

Hours: (daily)

Start Date:

Anticipated End Date:

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Budget Office approval:

Human Resources Office:

Wage rate:

Position filled by: