

# Hiring Guidelines for Casual Wage Employees

These guidelines were developed to assist supervisors when hiring casual wage employees.

## Definitions

The term “casual wage employee” refers to:

1. Employees who are typically hired for intermittent projects when students are not available or the use of students is not appropriate, for unusual needs or busy periods and to fill in for employees due to a position vacancy or other leaves.
  - A casual wage employee hired to work 28 (or more) hours per week should not work for more than 89 days. If a start and end date is not provided, Human Resources will enter this information into Banner and an extension will not be permitted.
  - A casual wage employee who works under 28 hours should generally not work more than six months. Human Resources will review hours worked on a monthly basis to confirm actual hours. If a casual wage employee is working limited hours during this period, Human Resources may grant an extension. However, a casual wage employee is prohibited from working more than 40 hours per week and/or more than 910 hours in any rolling 12-month period.

Casual wage employees are **not** eligible for the annual salary increase program.

2. Employees who work less than 16 hours per week in an **ongoing regularly scheduled position**. This type of casual wage employee is referred to as **casual regular**.
  - Employees in regularly scheduled positions must not exceed 910 hours of work in any rolling 12-month period.
  - Casual wage employees working in ongoing positions can work 16 hours per week or less. Human Resources will monitor hours on a monthly basis.

Casual regular positions are eligible for the annual salary increase program.

## Important Notes:

- Current casual wage employees who take on additional casual wage work must adhere to the guidelines above.
- A separate casual requisition form must be completed for each casual wage position.
- These rules do not apply to independent contractors or to temporary workers hired through an agency.

## Casual Wage Hiring Process

If you are hiring a new casual wage employee, you will need to:

- **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 one-time assignment (limited term) employment. If the department does not have sufficient funds in the casual wage line item, the Department Head should reallocate funds from another line item before the hiring process begins.
- **Contact the Human Resources Employment Staff to request assistance with the department's staffing needs.**
- **Complete the Casual Wage/Limited Term Requisition Form.** This form must be completed and signed by the Department Head and must include the following information: type of casual wage request, start date, end date, hours of assignment, budget number, supervisor, timesheet approver and a general description of the duties and skills necessary to complete the assignment. If available, the name of the employee and the hourly rate should be included.
- If a department is filling a vacancy with a casual wage employee for the short-term, vacancy savings may be used. A **Transition Request Form** must be completed and approved by Human Resources and Budget.
- **Send the completed form to Human Resources.** Human Resources will determine the hourly rate and can assist the department in locating qualified casual wage employees, if a candidate has not already been identified.

**If the temporary employee is ultimately hired as a Wellesley College employee,** the necessary payroll forms need to be completed through Human Resources prior to the date he/she begins working. In this case, the employee enters hours through the web time entry and is paid bi-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 to the Controller's Office for payment.

**If an employee is hired through a vendor and is not on the Wellesley College payroll,** he/she may need e-mail, access to the portal or computer, etc. In this case, the supervisor should complete the **New Vendor/Accounts Payable Questionnaire** going to: [https://webapps.wellesley.edu/vc\\_account/index.php](https://webapps.wellesley.edu/vc_account/index.php).

## Casual Wage Termination Process

Casual wage employees who have not received a paycheck for six months will be terminated unless the supervisor notifies Human Resources.

## Related Forms

- Casual Wage/Limited Term Requisition Form
- Transition Request Form