



Technical/professional appointments are intended to be used for non-credit instructional or technical or professional support duties with duration of up to one semester. This position type will be used in situations that would normally be covered by an independent contractor agreement, but in which the degree of control by UNC over the work performed does not meet the IRS common law test for independent contractors.

These positions are not to be used to displace regular employee types or circumvent normal University and/or State of Colorado hiring procedures. Current classified, faculty, professional administrative exempt, university aides, and student employees of UNC **may not** be hired as technical/professional temporary employees. A new hiring authorization must be completed each time a temporary/professional employee is re-hired.

Employees in technical/professional temporary positions are deemed "at-will" employees. The employment may be terminated by either party upon written notice and by payment of the pro-rata portion of the contract earned as of the date of termination. There is no guarantee of further employment at UNC for technical/professional appointees and employees in these positions are not eligible for other University benefits.

Federal and State withholding taxes, Medicare tax, and retirement plan contributions will be deducted from the gross amount. The employing department will be charged the current fringe benefit rate (for part-time employees) on the gross salary. Direct deposit of pay to a bank account is a condition of employment for all UNC employees.

Background checks are required for new employees hired for one month or more and for those returning who have a break in service of six months or more. The department may request a background check for employees working for less than one month in sensitive areas or for those working with students. If an issue arises during the background check, the University may terminate immediately.

To fill a technical/professional temporary position, the requesting department must complete all information blocks in Part A and Part C on the *Technical/Professional Temporary Employment Request*. The employee completes Part B. Complete and obtain appropriate signatures. Submit the *Technical/Professional Temporary Employment Request* along with the following completed forms to Human Resource Services Carter Hall, Room 2002 **on or before the start date.** **Note:** Employees must complete the below documents when rehired if there is a break in service lasting six (6) months or more.

1. *Background Check Authorization* and legible copy of driver's license
2. *Direct Deposit Authorization*
3. *W-4*
4. *I-9* (Attach a legible copy of supporting documents along with verification signature, or send employee to HRS to complete)
5. *Colorado Employment Verification Affirmation*
6. *No Social Security Withheld Disclosure*
7. *Optional Retirement Plan Selection*
8. *PERA Membership Disclosure (if PERA Retiree)*
9. *Personal Digital Identification* – **NOTE:** This should be completed each time an employee is hired because IT terminates accounts when employees leave.

Contact Human Resource Services at 351-2718 if you have any questions regarding this hiring process.