



University aide appointments are intended to be used for temporary hourly support duties with duration of up to six (6) months. Per State guidelines, employees hired as a University Aide may not work more than six (6) months during a 12 month period, starting at original hire. Additionally, Public Employees' Retirement Association (PERA) retirees may have additional restrictions as to the number of days available to work.

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, technical/professional, and student employees of UNC **may not** be hired as university aide temporary employees. A new hiring authorization must be completed each time a university aide employee is re-hired.

Employees in university aide temporary positions are deemed "at-will" employees. Employment may be terminated by either party. There is no guarantee of further employment at UNC for university aide appointees and employees in these positions are not eligible for other University benefits. If a university aide employment is terminated prior to the contracted date, any hours worked must be paid at the time of termination.

Federal and State withholding taxes, Medicare tax, and PERA 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 month 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 university aide temporary position, the requesting department must complete all information blocks in Part A and Part C on the *University Aide Temporary Employment Request*. The employee completes Part B. Complete and obtain appropriate signatures. Submit the *University Aide 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 of six (6) months 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. *PERA Enrollment*
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, or to verify that the requested employee has the appropriate work time available prior to completing the request form or for questions concerning the hiring process.