Technical/Professional appointments are intended to be used for non-credited instructional, technical, or professional support duties with the 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 technical/professional employee is re-hired.

Employees in technical/professional temporary positions are deemed “at-will” employees. Employment may be terminated by either party at any time. There is no guarantee of further employment at UNC for technical/professional appointees and employees in these positions are typically not eligible for other University benefits. However, temporary employees who work on average of 30+ hours per week are eligible for medical benefits per ACA Regulation. The average hours worked per week for these positions should **not** exceed 29 hours per week without prior approval. These positions can only be held for a maximum of 9 months within a 12-month period. If a technical/professional employment is terminated prior to the contracted date, any hours must be paid at the time of termination.

Technical-Professional employees are not required to enter hours in URSA, however, hours worked per week need to be determined and indicated on contract for compliance reporting. 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 one year 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 on the *Tech/Pro Employment Request* form and obtain all appropriate signatures. The employee completes the top of the form and signs at the bottom. Once the form is complete, submit the *Tech/Pro Employment Request* form along with for following completed forms to Human Resources, Carter Hall, Room 2002 **on or before the start date**.

# NOTE: Employees must complete the following documents when rehired if there is a break in service of one year of more.

* *Background Check Authorization and legible copy of driver’s license*
* *Direct Deposit Authorization*
* *W-4*
* *I-9 (Attach legible copy of supporting documents along with verification signature, or send employee to HR to complete)*
* *Social Security Waiver Notice*
* *Retirement Plan Enrollment*
* *PERA Membership Disclosure (if PERA retiree)*

# Personal Digital Identification - NOTE: This should be completed each time an employee is hired because IT terminates accounts when employees leave. Employees must have this to input time and access payroll information.

Contact Human Resources at 970–351-2718 if you have any questions regarding this hiring process, or to verify that the requested employee has the appropriate work time available or for prior approval if employee will be working more than 29 hours per week, prior to completing the request form or for questions concerning the hiring process.



|  |  |  |  |
| --- | --- | --- | --- |
|  | * **Employee Information ·**
 |  |  |
| Name: | Bear # (*or SS# if no Bear #*): | Date of Birth: |  |
| Address: | City: | State: | Zip: |
| Phone: | Emergency Contact: | Phone: |  |

*Demographic Information:* **Gender:** ☐M ☐F **Ethnicity:** Hispanic or Latino? ☐YES ☐NO

**Race:** ☐American Indian or Alaska Native ☐Asian ☐Black or African American

* + Native Hawaiian or Other Pacific Islander ☐White

*PERA:* Are you a current PERA member? ☐YES ☐NO Do you receive PERA retirement benefits? ☐YES ☐NO

**NOTE: *Effective January 1, 2011, the University will withhold from any working PERA retiree contributions at the same rate as all PERA members working for the University [see CRS 24-51-101 ad 24-51-401 (1.7)(a)]. I understand that if I am a PERA retiree collecting payments from PERA and working for the University, I will have the contributions withheld from my contracted payment amount as statutorily required. I also understand that such contributions are non-refundable and would not accrue a benefit nor be deposited into my member’s account.***

|  |
| --- |
| * **Department Contact Information ·**
 |
| Department Name: | Building/Room #: | Campus Box: |
| Contact Person: | Supervisor: |  Supervisor Phone: |
| Hiring Authority: | Hiring Authority Phone: |  Job Title: *Tech/Pro* |
| FOAP: |  |  Job Code: *TS9999* |
|  |  |  Hours per Week: |
| Start Date: | End Date: |  Total Payment Amount: |
|  ☐ Pay lump sum at end of contract ☐ Pay equal amounts during date of hire |
| List assigned duties and justification for using a temporary appointment rather than a student hourly, classified, or exempt position: |

* **Attached Documents ·**

**\*Personal ID must be submitted for all hires and rehires.**

* + Employee rehired within one year – all the below information is currently on file
	+ Background Check ☐W-4 ☐Direct Deposit ☐I-9 ☐Social Security Waiver Notice ☐PERA Enrollment
	+ PERA Service Retiree – if checked, include ‘PERA Membership Disclosure’
* **Signature Approval ·**

This Agreement is entered into by and between the University of Northern Colorado (the “University”) and the temporary employee named below. The employee shall be deemed to be an employee-at-will. This temporary employment is subject to availability of funds and is subject to termination at will by either party at any time.

Em**p**loyee Date Human Resource Director Date

Hiring Authority Date FOAP Authority Date