

Holyoke Community College

# Part-Time Non Benefited

Policy and Procedures

Human Resources

Revised July 22, 2014 – Supersedes June 1, 2014

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## HOLYOKE COMMUNITY COLLEGE

### HIRING PROCESS FOR NON-BENEFITED EMPLOYEES

#### *Part-Time Non-Benefited Positions*

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Part-time non-benefited employees work less than 962 hours in a fiscal year. Part-time employees are hired on a semester/yearly basis via The Online Non-Benefited Contract Form. The Hiring Administrator consults with their Vice President regarding the need to hire a non-benefited employee. Approval is dependent on availability of funds within the division and institutional needs.

- Part-time, temporary positions do not carry fringe benefits. In no event shall part time non - benefited employees be paid for holidays, sick days, inclement weather days or time other than that actually spent providing the service. Employment may be terminated at any time by written notification by the employer to the employee or by the employee to the College.
- This policy does not apply to consultants who meet the IRS's definition of an independent contractor who are paid on the invoice system. This policy does not apply to HCC students or to employees covered by a collective bargaining agreement, except for part-time non-benefited unit professionals.

#### *Posting a Position*

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When the position is approved for filling, the Hiring Administrator submits a position description to HR who will assign a salary level to the position, based on the job description and collective bargaining agreements.

If needed, HR will post the position using the Interview Exchange Hiring Management System and will determine the appropriate vehicle for advertising the position, if needed. The Administrator should request specific advertising locations. All positions will be automatically posted on the *HigherEd Jobs* website and sent to local recruitment agencies.

A formal search committee is not required for temporary, non-benefited part-time positions with less than 15 hours a week. The Hiring Administrator selects a committee and/or interviews and selects the candidate in consultation with HR. All searches should be conducted in compliance with Affirmative

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Non-Benefited Contract

Action Policy and State Conflict of Interest Policy. It is recommended that a search committee be established for permanent/long-term, part-time positions with more than 15 hours a week.

#### *Processing of Applications/Resumes:*

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- Interested candidates complete applications and/or submit resumes using Interview Exchange.
- An automatic online response by email will be sent confirming receipt of their application materials.
- Authorization to review resumes will be given to the Search Committee/Hiring Administrator by HR.

#### *Interviewing:*

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All candidates selected for an interview should meet the minimum qualifications stated on the posting. The Hiring Administrator should not make recommendations until three (3) professional references have been completed.

#### *Hiring:*

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After interviews and reference checks have been conducted, the Hiring Administrator recommends a candidate(s) for hiring, notifies the candidate, and completes the **Online Non-Benefited Form**.

CORI/SORI checks will be conducted by HR. Professional references checks will be conducted by the respective supervisor and/or designee. The Hiring Administrator is responsible for coordinating with HR the required background check paperwork.

Please remember that new employees are only authorized to start work when all approvals have been received on the **online non-benefited form** and when *all* documentation, including background checks required for employment has been completed.

#### *Termination of Part-time Employees:*

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If there are performance issues with any part-time employee, the Hiring Administrator should consult with the Dean of Human Resources regarding appropriate procedures for disciplinary action and/or termination of employment.

## Part Time Wage Guidelines and Contractual Obligations

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These guidelines apply to new hires of non-benefited part-time employees, regardless of funding source.

1) Part-Time MCCC Unit Professional Employees:

**Contractual Provisions:** MCCC unit members must be evaluated each semester using Form (E10) and have a job description on file to base this evaluation on. Depending on the number of hours worked, part-time MCCC unit members may be eligible for up to 22.5 hours of “All Purpose Paid Leave” (APPL), based on the number of hours worked during the prior fiscal year (see Section 9.07 Supplemental Benefit in the MCCC Contract).

The contract provisions that apply to part-time unit professional employees are: Section 13.08 – Evaluation of Part-time Professional Staff and XIII E10 – Part-time Professional Staff Summary Evaluation

2) Other guidelines with regard to this category of part-time employee:

a) The number of hours should not exceed 18.5 weekly. However, if a position is 100% grant funded, and is short-term in duration (defined here as less than six months), and if the quality of a program or a grant may be placed in jeopardy by the 18.5 guideline, the President, or his or her designee, may exempt the position from this particular guideline. A formal justification should be submitted to Comptroller/HR for review and/or approval. The 962 hour per fiscal year rule still applies.

b) Standard procedure is to hire new employees at the *minimum* rate of pay. A requirement for a specific qualification(s) or exceptional experience may justify a hiring rate higher than the minimum, but this situation should be the exception. The *maximum* is the highest rate that can be paid regardless of length of employment.

c) Prior to the beginning of each fiscal year, the Dean of Human Resources recommends to the President and Vice Presidents

- any changes to the Part-time Employees Pay Structure that may be appropriate, and
- rate adjustment percentage for that fiscal year, if adjustments are to be considered.

3) Procedure for re-hiring part-time MCCC professional staff:

- ✓ Review job description for the position.
- ✓ Attach the job description to the Online Non-Benefited form
- ✓ Issue a new contract for each year
- ✓ Conduct an evaluation utilizing Form E10 one month prior to the end of the contract. Employees working a full academic year should be evaluated with each new contract.
- ✓ Forward evaluation to HR.

(All MCCC positions are to be posted in accordance with Article XVI.)

4) Rates and Titles:

All part-time, MCCC professional staff will be paid at the rate of \$25.50. Salary is set by collective bargaining agreement (there are some part-time employees who have been grandfathered at a higher rate of pay and those rates will continue).

A unit member performing the duties and responsibilities of a department chair or curriculum coordinator/work area/program coordinator/college wide coordinator shall be compensated at a hourly rate of \$35 outside of the academic year calendar.

***Part-time, Non-Benefited Employees:***

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The following pay structure applies to employees paid on a Request to Employ/Employment Payroll Form executed effective August, 2003, until such time as the policy is revised. Titles are intentionally limited in number and are generic to fit all possible positions. The description of duties is in summary format. An individual performing one of the jobs may not do all of the duties listed and may perform duties that are similar in nature but not listed.

TITLE/SUMMARY JOB DESCRIPTION	RATE/RANGE
Bus Drivers – Perform duties associated with HCC Shuttle services, etc.	\$14-\$16
Parking Lot Attendants-	\$10-\$12
Utility Worker – Performs duties of a general nature in a lab or stock room. May assist with graduation or other events.	\$10-\$12
Cashier – Collects cash from customers, makes change accurately, and records sales.	\$10-\$12
Clerical Assistant I – Performs clerical duties of a routine nature such as sorting, filing, compiling and verifying information, and creating lists.	\$10-\$12
General Maintainer – Performs custodial, grounds keeping, and other maintenance tasks required for routine maintenance of building and grounds.	\$10-\$12
Telephone Operator – Places, receives and routes phone calls; provides general information to callers or visitors; greets and directs visitors; and takes messages.	\$9-\$11
Customer Service Representative – Assists customers by mail, telephone, or in person and performs related clerical duties.	\$9-\$11
Clerical Assistant II – Performs clerical duties of a more complex nature requiring some technical knowledge and skills such as word processing or spreadsheets to accomplish.	\$10-12
Laboratory Monitor – Facilitates student use of laboratory equipment in an academic department or computer lab.	\$9-\$11

Proctor – Oversees the administration of and scores various College tests. Requires judgment and confidentiality.	\$10-\$12
Department or Program Assistant - Performs duties directly for a department or program head. Duties require a specific knowledge and skill level.	\$10-\$12
Project Specialist - Performs duties of a highly complex nature directly for a department or program head. Duties are of a very short-term nature and require education and expertise in a specific functional area.	\$14

The job titles listed in Article I – Appendix A of the MCCC Agreement are the titles that should be used for part-time positions. These positions require a Bachelor’s or Master’s degree.

*Compensation Policy for Non-Credit Trainers and Instructors Compensation*

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Holyoke Community College seeks qualified trainers and instructors for its non-credit offerings in personal enrichment, adult education and workforce development. All trainers and instructors should possess the required expertise and knowledge in their field, an appropriate level of educational attainment, the required certification, if applicable, for skills training and teaching experience.

Compensation is based on the following levels\*:

**Tier 1 – Basic training and instruction** - minimum requirements for the field include: initial certification level, and/or 2 years of experience as a trainer. - **\$25 - \$50 an hour including preparation and assessment.**

**Tier 2 – Ability to train beginner, intermediate and advanced level courses** – minimum requirements include evidence of advanced certifications for the area of training, and/or 5 years of experience in training instruction. - **\$50 - \$75 an hour including preparation and assessment.**

**Tiers 3 – Advanced instruction in unique disciplines or types of training** – minimum requirements include master/teaching level certifications, and/or 7 years of training experience. These unique disciplines may include, but not be limited to, Hoisting License and License Renewal Training, Safety and Security Training, proprietary computer training, advanced Health Care training, etc. –

Compensation levels will be determined prior to posting.

\* In cases of Grant or Contract funding, compensation may be defined by the funding source.

### *Part-time Forms and On-Boarding*

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Holyoke Community College (Human Resources) requires all new hires to complete their new hire paperwork using an online on-boarding system. Exceptions to the on-boarding system are student employee and temporary, short term positions, e.g. note takers, who receive a minimal payment. These employees will continue to use the current process of completing hire packets.

**New hires completing the online on-boarding process will be required to electronically sign all documents listed below:**

- Federal and State Tax Form,
- I-9
- Direct Deposit
- SSA1945
- Health Insurance Responsibility Disclosure (HIRD)
- OBRA Exemption
- OBRA Enrollment
- Policy Acknowledgement Form
- GIC Acknowledgement Form



## *Non Benefited Contract Form*

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The online Non-Benefited Contract is an agreement made and entered into by the mutual consent of the undersigned parties for services to be provided to the College by the employee. Described services shall be provided in accordance with the terms and conditions outlined on the Employment Payroll Form and are subject to all federal laws, the Commonwealth of Massachusetts rules and laws, and Holyoke Community College policies and procedures, including but not limited to, direct deposit of wages and reimbursements paid to the employee.

Part-time, temporary positions do not carry fringe benefits. In no event shall part time non benefited employees be paid for holidays, sick days, inclement weather days or time other than that actually spent providing the service. Employment may be terminated at any time by the employer by written notification to the employee or by the employee to the College.

Hours should not exceed 18.5 weekly. Classified and non-unit classified benefited employees are not exempt from federal overtime law. Therefore, they are not authorized to work as a contracted (non-benefited) employee.

**An Interview Exchange account will be created for all non-benefited employees, except students. Students will be required to sign a hard copy of the agreement. The original version of the agreement should be kept in the Human Resources Office.**

Hourly Employees will not be authorized to have multiple non-benefited contracts in excess of 18.5 hours a week. The 18.5 hours rule will apply to all non-benefited contracts.

**Blanket Contract Guidelines** – all blanket contracts are to be authorized prior to submission. Due to ACA requirements, the College is seeking to minimize the use of Blanket Contracts.

- Only HCC Current employees will be allowed under a blanket contract – This position will be mostly at the professional level (e.g. workshop, professional development)
- Supervisors will be responsible for submitting a Non-Benefited contract for all new hires prior to being included under a blanket contract. (The two-week rule applies for all new hires.)
- Blanket contracts will be used only for related activities. Blanket contracts are not interchangeable
- Same Stipend and/or same payment
- Employees contracted to work regular weekly hours are not to be included under a Blanket Contract
- Supervisors are to pay attention to Grant Guidelines
- Blanket contract list needs to be updated in the system as soon as a new individual is added to the list.

## Designee Responsibilities

- To submit non-benefited contract form at least two weeks in advance
- To ensure all required fields are accurate
- To ensure job description is completed and attached
- To **follow through the approval process** to ensure the non-benefited contract has been approved by all parties prior to performing services

## Cost Center Directors/Supervisors

- To ensure funds are available
- To ensure CORI-SORI forms are completed prior to the form being submitted for new hires
- To conduct three (3) background references prior job offering.
- To ensure an employee is not working until all required paperwork is completed.
- To ensure “Non-Benefited Contract” Form is approved in a timely fashion
- To submit payroll payment requests for those contracts with the following payment Types:.\*
  - Additional Payment
  - Project stipend and/or instruction (if payment is not scheduled every two weeks)
    - [Payment Request Form](#)
- \*Payment will not be processed without a “payment request” and/or SSTA

**Managers, supervisors, or designated employees shall ensure that the review and approval of the time and attendance records are accurate and timely.**

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**[Processing Employment Contract for Non-Benefited Employees – All contracts are to follow the Commonwealth Fiscal Year.](#)**

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Non-Benefited Contract is processed using a module created in the Interview Exchange Management System. The process to create non benefited contracts is as follow:

- 1) Login to your Interview Exchange System Account
- 2) Select Applicant Tracking System
- 3) Click “Requisition”
- 4) Select “Add New Requisition”
- 5) Select “Non Benefited Contract”
- 6) Click “Next”
- 7) Complete the Contract
- 8) Add Job Description by selecting “Attached Job Description”
- 9) Click “Save Changes”
- 10) Complete Approval Routing

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Non-Benefited Contract

### *Contract Form fields to be entered*

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- 1) In Contract Name/Title enter "Last Name, First Name, Middle Initial"
- 2) Enter "Fiscal Year"
- 3) Select appropriate "Action"
  - a. New Hire
  - b. Re-Hire
  - c. Current (Any employee with benefit status)
- 4) Enter appropriate "Classification"
  - a. MCCC
  - b. Non-Classified
  - c. Student
  - d. Blanket (New Employees are to be processed using the "New Hire" action prior to being assigned to "Blanket Contract")
- 5) Enter Employee ID-Employment Record (HR will enter employee ID #-Employment record for new hire only).
- 6) Enter "Type of Request"
  - a. Original
  - b. Modification -- For modification you will need to add the original Contract numbers next to their name e.g. Bolivar, Simon (34567)
- 7) Effective March 1, 2014, all contract modification needs to be submitted online.
- 8) If Student , # of Credits required
- 9) Enter "Address-Street City/Town State Zip Code"
- 10) Enter "E-mail\* and Phone Number"
- 11) Enter Position "Title\* and Program/Area\*"
- 12) Enter "Department\*Supervisor\*"
- 13) Enter "Payment Type\*"
  - a. Additional Payment (**Supervisors are required to submit Payroll Payment Request**)
  - b. Instruction/biweekly (**The online form will be use to authorize new hires for any new DCE and/or non-credit instructors – These employees will be provided with the traditional contract use by the respective divisions**)
  - c. Project Stipend (**Supervisors are required to submit Payroll Payment Request**)
  - d. SSTA/time slips (**Supervisors are required to submit Payroll Payment Request**)
- 14) Enter "Dates of Employment"
- 15) Enter "Week Schedule" (this information is necessary for "SSTA and/or instruction)
- 16) Enter "ACCT NAME\*FUND\*ORG\*ACCT\*PRO\*"
- 17) Enter "Project or Hourly Rate(\$)" if applicable
- 18) Enter "Hours per Week" if applicable
- 19) Enter "Paid Weeks"
- 20) Attach "Job Description"
- 21) Attach other documents
- 22) Save Changes (any time you added a note – click "save changes")

Incomplete form will be denied.

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Non-Benefited Contract

## *Automated approvals*

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Adding approvers to a Requisition is easy. After completing the Requisition, you are ready to start the approval process.

- 1) Checkmark the *Add Approvers* option, then click **Save Changes**. On the *Approvers* page, find up to seven drop-down lists of administrators and Reviewer/Hiring Managers who have Interview Exchange accounts.
- 2) Select the approvers you would like to review the Requisition in the desired order of approval. Interview Exchange sends emails to these individuals requesting approval in the sequence displayed on this page.

While the approval process is underway, the Requisition is locked from further edits. That is, approvers cannot make changes in the form fields. However, approvers can enter Notes and Comments regarding the Requisition for other approvers to view and modify the fields as appropriate.

## *Approvers*

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### *Approval routing for College Trust Positions*

- 1) Cost Center Director/Hiring Administrator
- 2) Divisional Vice-President
- 3) Payroll (Shannon Shatos)
- 4) Human Resources (Christine Gosselin-Miller)
- 5) Comptroller or Vice President for Administration and Finance (John O'Rourke and/or William Fogarty)
- 6) Employee (student employees will be required to sign a hard copy)

### *Approval routing for College Grant Positions*

- 1) Cost Center Director/Hiring Administrator
- 2) Divisional Vice-President
- 3) Grant Accounts (if applicable)
- 4) Payroll (Shannon Shatos)
- 5) Human Resources (Christine Gosselin-Miller)
- 6) Comptroller or Vice President for Administration and Finance (John O'Rourke and/or William Fogarty)
- 7) Employee (if applicable)

### *Approval routing for new hires DCE-BCS Instructional positions only*

- 1) Cost Center Director/Hiring Administrator
- 2) Divisional Vice-President
- 3) Human Resources (Christine Gosselin-Miller)
- 4) Comptroller

### *Requesting Approvals*

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After selecting users who are to be involved in the approvals process, you can either save the list for future activation, or immediately submit the approvals requests.

### *Notes to remember*

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- To add additional documents and/or comments, please uncheck the checkbox 'Add Approvers' before clicking 'Save Changes'
- An approval request is sent by email to the first person on the list. If the user approves the Contract, the status is updated and a fresh approval request is sent to the next person on the list.
- If the Contract is denied, an alert is sent to the user (originator) who initiated the Contract.
- The originator of the Contract can stop the approval process, at any time, by clicking **Withdraw Approval Request**, if additional changes are necessary.

### *Approved Contracts*

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- After all users on the approver list have reviewed and approved the Contract, an alert is sent to the first user who initiated the Contract.
- Approved Contracts cannot be modified, but contracts can be recalled or withdrew to be modified if needed.
- Note: If, when a Contract is in the approval process, there is a need to replace an assigned approver (e.g., an approver who is on vacation), contact your Super Admin user (Christine Gosselin-Miller and/or Clara M. Elliott), who has permission to change/replace that assigned approver with a new approver.

### *How to approve*

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If you are an approver, you will receive an email from Interview Exchange System as follow:

“Dear,

A requisition has been submitted to you for review.

**Title/Name:** Petrolina Melendez

**Form:** Non-Benefited Contract

Please [click here](#) to view the requisition”

View the Request - Click approve and save