

POSITION AUTHORIZATION FOR INTERMITTENT/ON-CALL STAFFING
OFFICE OF HUMAN RESOURCES

Classification: _____ Number of People Needed: _____

Department: _____ Work Location: _____

Contact Person: _____ Phone: _____

Pay Rate _____ Department# _____ Fund# _____

Duration of Intermittent Assignment: _____ to _____

Work Schedule (Days/Hours): _____

(Hours worked cannot exceed 20 hours during a work week and 1000 hours in a calendar year.)

Appropriate signature authority for area/department:

Initiator Date

Director of Budgets Date

Dean/Associate/Assistant Vice President Date

Provost or Vice President Date

Intermittent/On-call Definition: An employee who works an irregular schedule as needed or during peak periods during the year and whose hours do not exceed 20 hours a week. Total hours cannot exceed 1000 in a calendar year.

Instructions:

If outside recruitment is not necessary and a candidate is already selected:

Return this form along with the following completed documents to Human Resources:

- Classified Staff Action Form <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/employment/hiring-tools/classified/classified-action-form.pdf> (Office of Equity and Diversity does not need to sign form for Intermittent/On-call staffing)
 - Cover letter and resume supplied by candidate.
- Pre-Employment form completed by candidate (<http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/employment/hiring-tools/administrative/pre-employment-information.pdf>)
- Position Description (approved Intermittent Classifications - <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/compensation/intermittent-pay-table-2015.pdf>)
 - A background check must be completed on selected candidate – contact HR to begin the process prior to hire

If outside recruitment is necessary:

- Return this form with a Position Description to Human Resources
 - (approved Intermittent Classifications - <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/compensation/intermittent-pay-table-2015.pdf>)
- Human Resources will work with you in advertising the position.
- After the advertising deadline, you may move forward with interviewing.

Once you have selected a candidate, return the following completed forms to Human Resources:

- Classified Staff Action Form <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/employment/hiring-tools/classified/classified-action-form.pdf> (Office of Equity and Diversity does not need to sign form for Intermittent/On-call staffing)
- Pre-Employment form completed by candidate <http://www.bgsu.edu/content/dam/BGSU/human-resources/documents/employment/hiring-tools/administrative/pre-employment-information.pdf>
 - A background check must be completed on selected candidate – contact HR to begin the process prior to hire

Those that may not be hired for intermittent positions:

- BGSU students in a student
- Employees in a laid off status
- Employees that left the university through the University Employee Separation Program (UESP)

If you need further assistance, please contact the Office of Human Resources at 419-372-8421.

Please submit documents to: **Human Resources, 1851 N. Research Drive, Bowling Green, OH 43403**

ADDITIONAL instructions for the selected candidate:

Selected candidate must complete all forms located at <http://www.bgsu.edu/human-resources/new-staff.html>

Please direct employee to Human Resources on or before employee's first day to deliver required forms.