

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: _____

<p>_____ Initiator</p> <p>_____ Date</p>	<p>_____ Director of Budgets</p> <p>_____ Date</p>
<p>_____ Dean/Associate/Assistant Vice President</p> <p>_____ Date</p>	<p>_____ Provost or Vice President</p> <p>_____ Date</p>

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](#)
 - Cover letter and resume supplied by candidate.
 - [Pre-Employment form](#) completed by candidate
 - Position Description (approved Intermittent Classifications – found on the HR Compensation page Under the Classified tab: <http://www.bgsu.edu/human-resources/benefits/compensation.html>)
 - 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 to Human Resources with:
 - A Position Description (approved Intermittent Classifications – found on the HR compensation page Under the Classified tab: <http://www.bgsu.edu/human-resources/benefits/compensation.html>)
 - 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](#)
- [Pre-Employment form](#) completed by candidate
- 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
- 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 the [New Employees](#) web site. Please direct employee to Human Resources on or before employee's first day to deliver required forms.