

Process for Hiring an Individual on a Non-Continuing Appointment at BGSU

The following instructions describe the process a hiring department would follow to request the employment of an individual on a Non-Continuing Appointment at BGSU. This appointment would be temporary in nature, for a limited period of time **not to exceed one year in duration**. The appointment is limited to no more than 24 hours per week. Work cannot be performed under any circumstances without an approved executed contract. Such positions are to be paid on a bi-weekly hourly basis only.

The signature authority for the area will determine if the requirements have been met. The Office of Human Resources may also be consulted in making this determination.

Although it is not necessary to advertise or publicly recruit for these positions, BGSU encourages your unit to engage in a recruitment process to keep the hiring process competitive based on BGSU's commitment to Equal Employment Opportunity principles. For additional information, please consult with the Office of Human Resources.

Once the department is ready to begin the recruitment for a job and before hiring an individual (this process may take up to 30 days), the following steps should be followed:

1. Once a decision to hire has been made, the Non-Continuing Appointment Contract should be completed by the department and forwarded for all of the appropriate signatures.
2. The Vice President or President's Office will return the contract to the originating department.
3. The department will send the contract to the appointee for a signature of acceptance of the appointment. All appropriate documents required to complete the hiring process (see <http://www.bgsu.edu/human-resources/employee/new-employees.html>) should also be sent with the contract. An I-9 must be completed and on file within the first three days of employment in order for employment to continue.
4. Once all of the materials have been returned by the appointee to the department, the original hiring documents, , should be sent with the signed contract to the Office of Human Resources **prior to the beginning date of employment**.

Employment dates on a Non-Continuing Appointment Contract can be for any length of time as long as the dates do not exceed one year or the approved authorized funding. Regardless of whether the contract is written for one week or one year, the contract expires on the ending date of employment and all work must cease. Temporary workers will not be compensated beyond the agreement date and retroactive pay is prohibited. If there is an on-going need for the position, it will be necessary for the department to **meet with the Office of Human Resources 60 to 120 days prior to the end of the contract** to review other possible employment options before beginning the hiring process again.

Addendums to a current contract may be submitted if the changes to the terms or conditions of the original contract do not affect the beginning or ending dates of employment, compensation, or funding.

If you have any questions regarding the process, please contact your area Vice President or the Office of Human Resources.