

### WSU Extension Nonpermanent Employment Form

Please allow at least 2 weeks processing prior to start date. Employees are not allowed to work until the hire process is complete, an EBOT Coordinator will let you know when the hire is complete.

Name of Supervisor/Manager	
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#### Employee Details

Legal First Name		Legal Last Name	
Other Last Names Used (if any)		Driver's License in Which State?	
Date of Birth		Gender	
Current/Former Employee?		WSU ID# (if any)	
Country of Citizenship		Immigration Status	
Personal Phone		Personal E-Mail	
Home Address		City, State, Zip	

If the employee does not have a WSU ID#, they will be contacted by a Personnel Coordinator at the email listed above with instructions for submitting their SSN.

#### Position Details

Nonpermanent job catalog closely mirrors the Civil Service Job Catalog. Please follow this link to determine the appropriate Job Profile [Classified Job Listing](#). Please see the information provided at the end of this form for details regarding NPS vs. NPNS.

Job Profile: (If unsure please complete the form and EBOT will assist with determining)	
Job Duties (This should be a very detailed description of the duties of the job)	
Preference NPS or NPNS	

#### Appointment Details: (Note: If requesting Salary Step Above A include a Resume and Justification w/ request)

Work Address		City, State, Zip	
Work Phone		Work E-Mail	
Appt Start Date		Appt End Date	
Hours Per Week		Salary Step (if known)	
Position Funding		Background Check	
Hiring Unit (ANR, CED, 4-H, etc.)		Funding (for Background Check)	

<b>Seasonal – PEBB Eligibility</b> Indicate Yes or No for the following statement: Is the employee appointed to this job is expected to meet the seasonal benefit eligibility criteria of 1) working a recurring seasonal period of 3 months or more, 2) averaging 80 hours a month over the seasonal period and working at least 8 hours in a month, and 3) performing similar work each season.	
<b>Anticipated hours and length of services – DRS Eligibility</b> Indicate Yes or No for the following statement: Is it expected this job will work 70 hours or more per month for at least 5 months in a 12-month period.	
<b>Anticipated hours and length of services – PEBB</b> Indicate Yes or No for the following statement: Is it anticipated this job will work at least 8 hours a month for more than a consecutive 6-month period?	
Name of individual who will verify documents in Workday for I-9	

#### HR Partner Routing

ANR	<a href="mailto:whitney.dixon@wsu.edu">whitney.dixon@wsu.edu</a>	509.335.1873
CED	<a href="mailto:julieal@wsu.edu">julieal@wsu.edu</a>	509.335.4796
Y&F	<a href="mailto:ely@wsu.edu">ely@wsu.edu</a>	509.335.9721
4-H	<a href="mailto:robin.scarlett@wsu.edu">robin.scarlett@wsu.edu</a>	509.358.7783
SNAP-Ed	<a href="mailto:Kim.buckhalter@wsu.edu">Kim.buckhalter@wsu.edu</a>	253.445.4644

#### Employee E-mail and Workday Access

The Employee will need a WSU e-mail and Workday login credentials on first day of work to complete Section One of the I-9 in Workday. Please contact the WSU IT Helpdesk M-F, 8-5 at 509 335 4357 or [crimsonservicedesk@wsu.edu](mailto:crimsonservicedesk@wsu.edu) to set this up.

#### Nonpermanent

- Criteria for Nonpermanent hires:
  - A permanent employee is absent from the position
  - The employer is recruiting to fill a vacant position with a permanent appointment
  - The employer needs to address a short-term immediate workload peak or other short-term needs (If need becomes ongoing in nature, must take action to fill on permanent basis)
  - The employer is not filling a position with a permanent appointment to the impending or actual layoff of a permanent employee(s)
  - Duration of hire is limited to 12 Months (Option to extend an additional 12 Months with HRS approval)
- [Civil Service Classifications](#) -Nonpermanent job catalog closely mirrors the Civil Service Job Catalog.
- Compensation: Follows Civil Service classification and compensation
  - Steps A through F – Can hire without HRS review or approval.
  - Steps G through L – Requires a justification from individual hiring and the resume of the candidate. (Reviewed/Approved by HRS before offer can be made)
- Nonpermanent employee will receive conditions of employment
- Employees can have consecutive nonpermanent appointments to a **different** position
- Employment at will: require 1 work day notice to end appointment
- Benefit Eligibility: Eligible for benefits when individual/appointment meets the criteria (same as current process for non-student temporary hourly)

- Leave: Earn annual leave and sick leave. Earn at the same rate as civil service employees and will be prorated based on number of hours worked in the month or prorate to their FTE.
- Paid: Holiday: Earns a personal holiday each calendar year and all university holidays.
  - Upon termination will receive annual leave payout and payout of unused holiday credits.

### **Nonpermanent Scheduled**

- Criteria for NPS position:
  - Compensation rate is the Civil Service Monthly Rate, prorated to the FTE.
  - Will be assigned a FTE – can be 1% to 100%
    - Employee must record all hours worked on their time entry calendar each work day. If employee works over their FTE, will receive straight time. If employee works under their FTE, LWOP must be entered.
  - Duration limited to 12 Months (May request from HRS an extension for an additional 12 Months)
  - Will receive annual leave, sick leave, personal holiday and university holiday prorated to their FTE.

### **Nonpermanent NonScheduled**

- Criteria for NPNS position:
  - The nature of the work is sporadic and does not fit a particular pattern above (sporadic -> no pattern)
  - Compensation rate is the Civil Service Hourly Rate
  - Assign Hours per week
    - Employee must record all hours worked on their Time Entry Calendar each day and will be paid based on amount of hours worked.
  - Duration limited to 12 Months (Option to request an extension from HRS for an additional 12 Months)
  - Will receive annual leave, sick leave, personal holiday and university holidays prorated based on the number of hours worked in the month. University holidays calculate at the end of the month in which the holiday occurred. The Holiday Credit is available to use beginning the following month. Any unused Holiday Credit must be paid out annually and at termination.

### **Employee Benefit Eligibility Information**

480 hours over a consecutive six-month period: If a NSTE works an average of 80 hours per month, over a consecutive six month period, working at least eight hours in each of those six months, they will become benefit eligible the first of the following month. 70 hours in five out of 12 months: If a NSTE works 70 or more hours in any five out of 12 months, they will become eligible for retirement participation. 350 hours over a consecutive 12 month period: If a NSTE works more than 350 hours within a bargaining covered in any 12 consecutive months, they will become covered by the bargaining unit.

<https://hrs.wsu.edu/employees/benefits/temporary-seasonal-employee-benefits/tips-for-temps/>