

Nonpermanent Positions FAQs

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Updates

1/10/23 - You can hire at step A-F without justification or issue.

1/19/23 – For transitioning employees, allow 5 business days for the process AFTER all information is received and classification determined. For new employees, allow 10 business days AFTER all information is received and classification determined.

The prospective employee must meet the qualifications of the classification to be eligible for hire.

2/16/23 – Question about leave payout at the of appointment added.

Position qualifications and salary range included with classifications.

3/23/23 - Are these positions eligible for compensatory time? - No. Any time worked over 40 hours in a week must be paid as overtime.

Are these positions eligible for leave payout at the end of their appointment? - Yes. Civil Service rules apply and unused annual leave is automatically paid out upon separation.

6/15/23 – What if I need to termination the employee prior to their appointment end date? – You must provide the employee with one (1) day written notice either by email, hand delivered memo or letter sent via USPS. A copy must be sent to the HR Partner.

7/13/23 – Annual leave payout benefit applies ONLY to employees who have completed 6 consecutive months of employment.

11/2/23 – Clarification on benefits covered on state/core funds: Benefits (medical and retirement) will NOT be paid by the benefit pool, however, payroll taxes such as social security, Medicare, L&I, etc. WILL BE PAID through the Central Benefit Pool for these positions IF they are on core funds.

1. What documents are required to start the process?

- a. Submit Nonpermanent Scheduled/Nonscheduled Request form
- b. Nonpermanent Employment Application (if not recently employed with WSU in another position).
- c. Sexual Misconduct Statement completed (if position will have authority over students).

2. What information do I need to consider?

- a. Detailed list of duties and position qualifications to determine civil service classification.
 - i. The prospective employee must meet the qualifications of the classification to be eligible for hire.
- b. Hourly rate requested
- c. Funding worktag

- d. Whether position will have an established FTE or varying hours.

3. How long will the process take?

- a. For current employees transitioning to a new NPS/NPNS:
 - i. It seems to be taking about 5 business days in the system, AFTER all the information is provided to me, and a classification is determined.
- b. For NEW employees:
 - i. Please allow 10 business days AFTER all the information is provided to me and a classification is determined.

4. What are the new positions that will take the place of “timeslip”?

- a. Nonpermanent Scheduled (NPS) – These positions will have a set salary that is prorated for their established FTE. This means they will be paid the same amount each pay cycle unless a pay affecting time event (leave without pay, overtime premium hours, straight time, etc) is submitted and approved during the pay cycle.
- b. Nonpermanent NONscheduled (NPNS) - These positions are paid on an hourly basis and their accruals are determined by the hours submitted and approved.

6. What are the criteria used to determine if my position qualifies for a NPS or NPNS?

- a. A permanent employee is absent from the position
- b. The employer is recruiting to fill a vacant position with a permanent appointment
- c. The employer needs to address a short term immediate workload peak or other short term need
 - i. NOTE: When hired under reason c, if the short term workload peak or other short term need becomes ongoing and permanent in nature, the employer must take action to fill the position on a permanent basis.
- d. The employer is not filling a position with a permanent appointment due to the impending or actual layoff of a permanent employee
- e. The nature of the work is sporadic and does not fit a particular pattern.

7. What is the difference between a NPS and NPNS position?

- a. Nonpermanent Scheduled (NPS) positions are established under reasons a-d (above) and have an established full-time equivalent (FTE). Pay and accruals are determined by this FTE.
- b. Nonpermanent Nonscheduled (NPNS) positions are established under reason e (above) when the nature of the work is sporadic and does not fit a particular pattern.

8. How do I recruit for these positions?

- a. Position can be posted for recruitment on outside platforms (not WSUjobs) OR they can be direct hired into.

9. How will the salary be set?

- a. Civil service classification that best fits duties and qualifications required drives the salary range.
- b. Step A-F is the default and where positions will be hired at unless a specific request is made to hire above step F.

10. How do I hire above step F?

- a. Submit a justification describing specialized skills and education of prospective employee and nature of work to be performed.
 - i. Make sure to consider inequality concerns that may arise across the college when setting salary above step F.

11. Will these positions receive step increases like other civil service positions?

- a. At the 12 month appointment duration, the employee will receive a two-step increase based on the salary range for the classification.

12. Is there a limit to how long someone can be in these positions?

- a. Positions working on average 50% or more will be limited to max of 24 consecutive months in the same position and classification.
- b. Positions working LESS than 50% will have a max of 24 consecutive months in the same position. See your HR Partner for details.

13. How can an employee hold a NPS position for longer than 24 months?

- a. Scheduled OR nonscheduled positions can be rehired into a nonpermanent position under certain circumstances. See your HR Partner for details.
- b. Things to consider:
 - i. For positions OVER 50%, after 24 consecutive months in one position there must at least 1 week break in service (for benefits reset and leave pay out).
 - ii. Position UNDER 50% will only require a new position but NOT a break in service.
 - iii. The individual may be hired into a new nonpermanent position if the scenario is appropriate, and the work is still considered NONpermanent. Consult HR Partner for details.
 - iv. Retirement benefit eligibility follows the person.
 - v. Health benefit eligibility follows the position.

14. Are these nonpermanent positions eligible for benefits?

- a. If hired for less than six months, both position types will accrue annual leave, sick leave and a personal holiday based on their established FTE or hours report in any given month. NPS will receive paid holidays, NPNS will receive a holiday credit.
- b. The same hours guidelines for medical and retirement benefits will apply as they did for timeslip position.
- c. If hired for more than 6 months, and at least 50% FTE, in their initial appointment, the position will be eligible for ALL benefits from day one.

15. What is holiday credit?

- a. NPNS are entitled to the equivalent paid time off in the form of holiday credit for the holiday on a pro rata basis. The holiday credit will be proportionate to the number of hours in paid status in the same month of the holiday, excluding all holiday hours.
- b. The holiday credit will accrue into a holiday bank at the end of each month in which a holiday falls.
 - i. For example, in the month of July, they will accrue their holiday credit balance as of August 1. The NPNS employee may then use the holiday credit as a time off as they desire.

16. What will happen to holiday credit not used by the end of the year?

- a. Any remaining holiday credit balance will be paid out to the employee at the end of each calendar year.
- 17. If paid on state/core funds, will the benefit expense of these positions be covered by the Central benefit pool?**
- a. Benefits (medical and retirement) will NOT be paid by the benefit pool, however, payroll taxes such as social security, Medicare, L&I, etc. WILL BE PAID through the Central Benefit Pool for these positions IF they are on core funds.
- 18. Can a separating regular employee hold a NPS or NPNS position after their resignation date?**
- a. Yes. They must have a break in service if moving from a regular staff position to a NPS or NPNS position in order to allow for leave payout, usage, etc.
 - b. Moving from a temporary hourly to a NPS or NPNS DOES NOT require a break in service.
- 19. Can a NPS or NPNS employee transfer to a regular AP, civil service or temporary faculty position?**
- a. Yes they can without an official break in service.
 - b. Their annual leave and holiday credit WILL BE PAID OUT upon separation from their NPS or NPNS position. Their sick leave can be transferred to their new position.
- 20. Is a background check required?**
- a. Only if the position will have authority over students or if the hiring supervisor requests one.
- 21. Is SMS compliance required?**
- a. Only if the position will have authority over students.
- 22. Will these positions be eligible for overtime premium pay?**
- a. Yes. All nonpermanent positions are overtime eligible. Any hours worked over 40 hours/week can be paid at a premium rate.
- 23. Are these positions eligible for compensatory time?**
- a. No. Any time worked over 40 hours in a week must be paid as overtime.
- 24. What if I need to termination the employee prior to their appointment end date?**
- a. You must provide the employee with one (1) day written notice either by email, hand delivered memo or letter sent via USPS. A copy must be sent to the HR Partner.
- 25. Are these positions eligible for leave payout at the end of their appointment?**
- a. Yes. Civil Service rules apply and unused *annual* leave AND holiday credit hours are automatically paid out upon separation *IF the employee has completed 6 consecutive months of employment.*
- 26. What are some examples of civil service classifications to be considered for these nonpermanent positions? (This list is NOT all inclusive.)**
- a. Agricultural Aide
 - i. HS diploma or equivalent
 - ii. Valid driver's license
 - iii. Range - \$17.01 – 17.79 (without justification)
 - b. Agricultural Technologist
 - i. Baccalaureate degree in ag related field OR equivalent education/experience
 - ii. Range - \$18.20 – 20.45 (without justification)
 - c. Agricultural Research Technologist 1
 - i. Baccalaureate degree in ag science OR 4 years of full time experience

- ii. Range - \$17.79 – 19.98 (without justification)
- d. Agricultural Research Technologist 2
 - i. Baccalaureate degree in ag science
 - ii. One year experience
 - iii. Range - \$19.98 – 22.47 (without justification)
- e. Data Consultant 1
 - i. Baccalaureate degree including college level statistics and/or math OR 1 year experience in statistics, analysis or research
 - ii. Range - \$21.43 – 24.10 (without justification)
- f. Farmer 1
 - i. Must be 16 yrs or older
 - ii. Range – \$17.02 – 17.79 (without justification)
- g. Farmer 2
 - i. Two years experience in farm work.
 - ii. College or vocational training in agriculture may be substituted for work experience.
 - iii. Range - \$17.02 – 19.06 (without justification)
- h. Maintenance Mechanic
 - i. HS diploma or equivalent
 - ii. Two years of general work experience in building and equipment maintenance, construction or repair work.
 - iii. Valid driver’s license
 - iv. Starting salary - \$25.34 (without justification)
- i. Pest Biologist 1
 - i. Bachelor’s degree in biological sciences
 - ii. Two years experience in detection, survey, control or eradication of pest or invasive species
 - iii. Range - \$21.90 – 24.71 (without justification)
- j. Pest Biologist 2
 - i. Bachelor’s degree in biological sciences or related field
 - ii. Four years experience, including one year of supervisory experience
 - iii. OR master’s degree in biological sciences and two years of experience, including one year supervisory experience.
 - iv. Range: \$25.96 - \$29.41/hr (without justification)
- k. Plant Technician 1
 - i. HS diploma or equivalent
 - ii. Two years of experience in plant research
 - iii. College training in a plant science may be substituted year for year for required experience
 - iv. Range - \$17.02 – 18.61 (without justification)
- l. Plant Technician 2
 - i. HS diploma or equivalent
 - ii. Three years work experience in plant research

- iii. College training in a plant science may be substituted year for year for required experience
 - iv. Range - \$18.61 – 20.94 (without justification)
- m. Plant Technician 3
 - i. HS diploma or equivalent
 - ii. Four years of plant research experience
 - iii. One year of managing farming operations
 - iv. College training in plant sciences may be substituted year for year of experience requirement
 - v. Range - \$20.94 – 23.52 (without justification)
- n. Research Aide 1
 - i. Two years college credits majoring in engineering or science OR two years experience
 - ii. Range - \$17.02 – 18.20 (without justification)
- o. Utility Worker 1
 - i. Six month of manual labor experience.
 - ii. May require valid driver's license.
 - iii. Starting salary - \$18.20 (without justification)

27. Steps in the Process

- a. Write summary of duties (include position qualifications) and new hire request form and send to HR Partner – Completed by PI
- b. HR Partner will possible classifications review with Pi to determine the best civil service PD fit for summary of duties developed – Completed by HR Partner and PI
- c. Submit request for position in Workday – Completed by HR Partner
- d. Complete Temporary Employment Application – Completed by prospective employee. (If they are already in our system, there is no need for an application to be completed.)
- e. Complete Sexual Misconduct Statement **ONLY IF** they will have authority over students. – Completed by employee and processed by HRS
- f. Initiate background check in Workday **ONLY IF** this is requested by hiring supervisor or they will have authority over students. – Completed by HR Partner
- g. Once position approved, initiate hire of employee. – Complete by HR Partner