TIMESLIP STAFFING
Maintain Compliance with Policy 101.2.2

Temporary Employee Options:
- intermittent
- limited duration not to exceed one year
- seasonal position
- less than 20 hours per week
- 20 hours or more per week for less than 20 weeks per year

Your options PRIOR to hiring:
- 1-year appointment: Hired into a position (potential employee knows prior to hire) that has a start and end date (taken off of payroll). Position/employee cannot be continued after that date. Need prior approval from HR/Payroll, benefited or non-benefited.
- Seasonal: Works less than 8 months per year during an institutionally designated "season," such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season with a start and end date, but may be rehired for a future season although there is no guarantee of re-employment. Need prior approval from HR/Payroll. Please submit request to shelly.lura@ndsu.edu
- Determine the less than 20 weeks: the employee/position needs to work 20 or more hours per week in a rolling calendar year.

If your employee has worked longer than policy allows:
- Terminate the employee
- Get approval to create a benefitted position and conduct a search

Supervisor Training Opportunity:
Positive Employee Relations: Supervisors are the Key
Friday, May 11
9:00 am to 11:00 am
Hidatsa Room, Memorial Union

Employees turn to their immediate supervisor when they need help. Learn how to develop and maintain a positive and productive relationship with your employees. Topics for discussion include: establishing credibility with employees; building trust; respectful, dignified, and effective communications with employees.

RSVP to ndsu.hr@ndsu.edu or 231-8961

Online Employment System (PeopleAdmin) Helpful Hint
When creating a posting, be sure to include information in the “Special Instructions to Applicants” section as to what information you are requesting when requiring an applicant to submit an “Other Document 1”, “Other Document 2”, or “Other Document 3”. For example: “Submit a sample of your work as ‘Other Document 1’.”
Information on Child Labor

Special provisions apply to the employment of individuals below the age of 18.

- Candidates who have not reached the age of 18 are ineligible for regular employment.
- Candidates below the age of 14 are not eligible for any employment.
- Candidates between 14 to 16 years of age must obtain a work permit and submit it to the Human Resources/Payroll Office. Work permits may be obtained through the school in which the candidate is attending or through the Superintendent of Schools office.

Hours Worked

- A minor 14 or 15 years of age may not be employed or permitted to work before the hour of 7:00 a.m. nor after the hour of 7:00 p.m., except that these hours are 7:00 a.m. to 9:00 p.m. from June 1st through Labor Day, nor more than 18 hours during school weeks, nor more than 3 hours on school days, nor more than 40 hours during nonschool weeks, nor more than 8 hours on nonschool days.
- Candidates between 16 or 17 years of age may work at any time for unlimited hours in all jobs declared not hazardous. The labor laws do not prohibit 16+ years of age from mowing and tilling.

Hazardous Occupations

Employment in hazardous occupations is prohibited below the age of 18. Hazardous occupations include operating licensed, motor vehicles; working with radioactive and explosive material; operating certain power-driven woodworking (such as circular and band saws), metal working and bakery machinery; operating various types of power-driven hoisting apparatus, such as non-automatic elevators, forklifts and cranes.

Agricultural Exemption Regulations

Child Labor Agriculture Exemption Regulations for 16+ years of age: Once a young person turns 16 years old, he or she can do any job in agriculture. Per 29 CFR 570.70, Agriculture includes farming in all its branches and among other things includes the cultivation and tillage of soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities (including commodities defined as agricultural commodities in section 15(g) of the Agricultural Marketing Act, as amended), the raising of livestock, bees, fur-bearing animals, or poultry, and any practices (including forestry or lumbering operations) performed by a farmer or on a farm as in incident to or in conjunction with such farming operations, including preparation for market or to carry for transportation to market (This exemption includes the Research and Extension Centers). See: www.dol.gov/dol/topic/youthlabor/index.htm

Timely Reporting of Hours and Leave

A reminder that all hours and leave need to be submitted for payment in a timely manner during the appropriate pay period. This includes not only regular hours and leave hours but payments for overtime, overload, interim increase, summer salary, distance/continuing education and other payments. Payments should not be held back or delayed for funding or convenience reasons. For compliance with federal and state laws it is important that hours and leave are entered, reported and paid during the pay period in which they are worked.

I-9 Compliance Update

Section 1 of the Form I-9 must be completed by the employee NO LATER than the first day of work. Section 2 of the Form I-9 must be completed by the employer by examining documentation NO LATER than the 3rd business day the employee works.

All new employees working at either the main campus or downtown should come to the HR/Payroll Office in the SGC with proper Form I-9 documentation the first day of work or before. Employees who do not have proper I-9 documentation should still come to the SGC on or before the first day and will have until the 3rd business day of employment to provide documentation or a receipt for documentation. Employees who have not provided documentation by the end of the 3rd business day will not be allowed to continue working.

If you are unsure whether a new employee needs to complete Form I-9, in the case of transfer from another department or temporary work, please contact our office so we can verify for you.

North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 205 Old Main, (701)231-7708.