



University of Connecticut Health Center

TITLE: Special Payroll Employment

Policy Statement:

- Special payroll employment may be used to provide payment for part time, irregular, recurring, or temporary services for which a normal permanent appointment would not be appropriate.
- Special payroll hiring frequently offers opportunities to secure a diversified workforce. The Health Center's commitment to diversity must be upheld in ALL hiring efforts.
- All special payroll appointments must have a maximum duration of six months with one extension of six months allowed for a total of 12 months special payroll employment in a 2-year period. Some exceptions to this limitation may include:

Nurse Pros

Certain intermittent employees, usually those who provide on-call services

Re-employed retired State employees

Dual employment

Lecturers and other instructional support staff employed for a semester at a time or for summer sessions

Certain faculty

- ***Requests to hire to special payroll must be processed and approved through Human Resources.***
- Requests for continuation of service beyond the maximum of 12 months in a 2-year period will be given consideration on a case by case basis. ***These requests must have the approval of the appropriate Dean, Director, or Department Head and be submitted to Human Resources for final approval in accordance with appropriate collective bargaining agreements, policy, and regulations.***
- Special Payroll employees' work schedule must comply with the Fair Labor Standards Act (FLSA).
- All special payroll employees are required to complete Health Center/System orientation and secure clearance from Occupational Health.

Procedure/Key Points:



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1. Departments requesting to utilize special payroll hiring are to complete pages one and two of the Recruitment and Audit Report Form. Please indicate "Special Payroll" on the form.
2. Please be as specific as possible in describing the duties of the job and the skills needed.
3. Secure the appropriate authorizing signatures, include applicable financial approval documentation (i.e., FTE Committee approval).
4. Send the completed form to your designated Human Resources Officer.
5. *Hiring Departments must consult with Human Resources regarding the candidate of choice. All offers of employment MUST be made by Human Resources.*
6. Special payroll employees must complete all necessary employment forms including an employment application. These forms are obtained from Human Resources and *must be completed prior to start date.*
7. *Human Resources will schedule special payroll employees to attend Health Center/System Orientation prior to beginning work assignment and insure that appropriate clearance from Occupational Health is obtained.*
8. *Hiring department initiates assignment authorization (AA) and sends to Human Resources.*

REVISED: March 1999