

# **Class 3 and Class 4 Employment Guidelines**

**Class 3 Short-term Temporary Employees**

**Class 4 Casual Employees**

**Class 4 Seasonal Employees**

**Effective January 1, 2012**

**Class 3 and Class 4 Employment Policy, Section 60.1.5**

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## CLASS 3 AND CLASS 4 EMPLOYMENT POLICY- 60.1.5

Effective January 1, 2012

### INTRODUCTION

The development of the new *Class 3 and Class 4 Employment Policy - 60.1.5* is the product of an extensive university-wide assessment and review process conducted by University Human Resources. The policy replaces the current policy, *Type 4 Employment*, and creates new employee categories: Class 3 Short-term Temporary, Class 4 Casual, and Class 4 Seasonal. The policy terms support the workforce needs for temporary employees by university units while remaining compliant with applicable laws, regulations, collective negotiation agreements and Rutgers' policy. The policy also includes a centralized approval and monitoring mechanism to assure that temporary employees are appropriately classified upon initial hire, and that they are transitioned through the temporary appointment cycle within reasonable timeframes.

The Class 3 and Class 4 Employment Guidelines explain the *Class 3 and Class 4 Employment Policy - 60.1.5* terms applicable to the Class 3 and Class 4 employee categories; the hiring and classification of new Class 3 and Class 4 employees; Class 3 and Class 4 Generic Job Titles, Descriptions, and Job Codes; Appointment Letters; Benefits and Time off; and more.

Along with these guidelines, hiring units are encouraged to visit the *Class 3 and Class 4 Employees* website (<http://uhr.rutgers.edu/Class3andClass4>) to access the *Class 3 and Class 4 Employment Policy- 60.1.5*, and related information, documents, and forms regarding temporary employees at Rutgers.

Please contact your [HR Consultant](#) in New Brunswick, Camden or Newark Human Resources office, for assistance.

## HOW TO USE THE CLASS 3 AND CLASS 4 EMPLOYMENT GUIDELINES

These guidelines provide hiring units with the information and tools necessary to manage their Class 3 and Class 4 appointments and employees. It is important that you review and understand the content of each of these sections as they contain information about the temporary position categories, the terms applicable to Class 3 and Class 4 employees, the centralized approval and monitoring processes of Class 3 and Class 4 positions, and detailed procedures to assist departments with matters concerning these appointments.

Following is a summary of the key sections in the guidelines to help you identify the information you wish to reference.

- A. **Categories of Temporary Positions** ([Page 6](#)): Describes the three distinct categories of Class 3 and Class 4 temporary positions and the appointment duration for each of these categories.
- B. **Terms Applicable to Class 3 and Class 4 Employee Categories** ([Pages 7-13](#)): Outlines the applicable terms, conditions and limitations of employment applicable to the Class 3 and Class 4 employee categories.
- C. **Class 3 and Class 4 Appointments** ([Pages 14-20](#)): Delineates the specific appointment provisions and requirements for Class 3 and Class 4 positions.
  - a. Class 3 Short-term Temporary ([Pages 14-16](#))
  - b. Class 4 Casual ([Pages 17-18](#))
  - c. Class 4 Seasonal ([Pages 19-20](#))
- D. **Class 3 and Class 4 Benefits Eligibility** ([Pages 22-31](#)): Temporary employees may be eligible for certain benefits based on their employment terms, such as employee class and percentage of duty time (i.e.: part-time/full-time). This section outlines those benefits for which Class 3 and Class 4 employees may be eligible.
  - a. Section A ([Pages 22-25](#)) – Provides a chart outlining the benefits to which Class 3 and Class 4 employees may be eligible subject to applicable eligibility requirements.
  - b. Section B ([Pages 25-31](#)) - Provides a brief description of these benefit programs.
- E. **Contacts and Resources** ([Page 32](#)): Lists contact information for University Human Resources, and the Camden and Newark Human Resources Offices and provides important related links for your use.
- F. **Appendix Documents** ([Pages 33-63](#)): Provides related documents and forms necessary to process actions applicable to Class 3 and Class 4 appointments.

The **Class 3 and Class 4 Employees website** (<http://uhr.rutgers.edu/Class3andClass4>) is another resource available to hiring units that contains a copy of the *Class 3 and Class 4 Employment Policy, 60.1.5*, policy highlights, guidelines, and related documents about your Class 3 and Class 4 workforce.

Please contact your [HR Consultant](#) in New Brunswick (848-932-3020), or the Human Resources Office in Camden (856-225-6475) or Newark (973-353-5500) for assistance.

## CATEGORIES OF TEMPORARY POSITIONS

The *Class 3 and Class 4 Employment Policy* provides for three distinct categories of temporary positions. The creation of these categories support the workforce needs for staffing flexibility while remaining compliant with applicable laws, regulations, collective bargaining agreements and Rutgers’ policy. For information on the general terms applicable to Class 3 and Class 4 employees, refer to [pages 7-13](#).

	Description	Appointment Duration
<b>Class 3 Short-term Temporary</b>	<p>This appointment should be used for short-term assignments of 50% or greater effort. Nonexempt Class 3 employees will receive overtime pay or compensatory time for hours worked over 40 hours per workweek. Class 3 employees are paid on a salary basis.</p> <p>Consult the <i>Class 3 and Class 4 Employment Policy</i> for additional information.</p>	<p>Class 3 employees may be appointed for a period of up to one (1) year at a time, and have a maximum service limit of two (2) years including breaks in service of less than six (6) months.</p> <p><i>Exception:</i> Maximum temporary appointments will continue to conform with the applicable collective bargaining agreement for AFSCME 888 and COLT assignments (i.e., 9 and 16 months respectively).</p>
<b>Class 4 Casual</b>	<p>This appointment should be used for temporary assignments of less than 20 hours per week. Class 4 Casual employees may work a fixed, varied or intermittent schedule, and are paid on an hourly basis.</p>	<p>Class 4 Casual employees may be appointed for a period of up to one (1) year at a time, and are eligible for reappointment.</p>
<b>Class 4 Seasonal</b>	<p>This appointment should be used for seasonal assignments. Class 4 Seasonal employees are not restricted in the number of hours worked per week. Seasonal employees receive overtime compensation for time worked over 40 hours per week.</p>	<p>Class 4 Seasonal employees may be appointed for a period of up to six (6) months, and may be reappointed after a continuous break in Rutgers service of at least three (3) months.</p>
<p><b>Class 3 and Class 4 employees may only hold one (1) university appointment at a time.</b></p>		

# TERMS APPLICABLE TO CLASS 3 AND CLASS 4 EMPLOYEE CATEGORIES

The *Class 3 and Class 4 Employment Policy* is designed to facilitate the employment of temporary employees as well as articulate applicable terms, conditions and limitations of employment for such temporary employees. This section outlines the terms applicable to Class 3 and Class 4 employees. For the specific provisions and requirements applicable to Class 3 Short-term Temporary, Class 4 Casual, and Class 4 Seasonal appointments, refer to [pages 14-21](#).

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## Employment Terms

Class 3 and Class 4 employees are at-will employees. As such, there is no guarantee of continued or renewed employment. An appointment may be terminated with or without cause, at any time without prior notice, at the employee's or the University's discretion.

If the appointment is terminated at the discretion of the University prior to the specified duration, a pre-termination conference is necessary and a termination letter must be given to the employee upon separation. The termination letter template must be used for the termination process.

An individual may only hold **one (1)** Class 3 or Class 4 university appointment at a time. Forty (40) hours worked per week is considered a full time appointment.

The Immigration Reform and Control Act of 1986 require employers to certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) is an online process, and all new employees must present the required documents to the employing department, in person, within three days of the employment start date.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. E-Verify compares information from the Form I-9 to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>. For frequently asked questions regarding I-9 and E-Verify, please visit: <http://uhr.rutgers.edu/stf/i-9information.htm>.

## Work Performed

Class 3 and Class 4 employees can perform clerical, office, library assistant, laboratory, technical, service, maintenance, administrative, supervisory, professional, research, managerial, or other work. Please refer to Appendix Section I for the Generic Job Titles, Descriptions and Job Codes summaries.

## Compensation

Class 3 and Class 4 employees are not eligible for university salary improvement and/or incentive programs such as across-the-board increases, merit programs, or bonuses.

## Class 3 and Class 4 Letter Requirements

Under the *Class 3 and Class 4 Employment Policy*, all Class 3 Short-term Temporary, Class 4 Casual, or Class 4 Seasonal employees must be provided with an appointment, reappointment or termination letter as applicable. Letter templates have been created to assist hiring units with this process.

**Please be advised that modifications should not be made to the language or content provided in the templates,** as these templates have been reviewed and approved by the Office of Labor Relations and University Counsel.

1. Appointment Letter: All Class 3 and Class 4 employees will be issued an appointment letter upon hire. The letter will be specific to Class 3 Short-term appointee, Class 4 Casual, or Class 4 Seasonal and outlines the terms of employment. Please refer to [Appendix Section III \(A-C\)](#) for the appointment letter templates.
2. Reappointment Letter: All Class 3 and Class 4 employees will be issued a reappointment letter upon the renewal of an appointment. The letter will be specific to Class 3 Short-term appointee, Class 4 Casual, or Class 4 Seasonal and outlines the terms of employment. Please refer to [Appendix Section III \(D-F\)](#) for the reappointment letter templates.
3. Termination Letter: All Class 3 and Class 4 employees whose appointment ends earlier than the initially-specified appointment length, must be scheduled for a pre-termination conference and will receive a pre-termination notification letter followed by a termination letter in meeting between employee and supervisor. Please refer to [Appendix Section III \(G-H\)](#) for the pre-termination and termination letter templates.

## **Classification and Recruitment**

The [Class 3 and Class 4 Employment Policy 60.1.5](#) includes a centralized approval and monitoring mechanism to ensure that temporary employees are classified appropriately upon hire, and that they are transitioned through the temporary appointment cycle within reasonable time frames. University Human Resources (UHR) will review and approve all requests for Class 3 and Class 4 assignments to facilitate consistency in position and employee classification in accordance with policy and/or collective bargaining agreements.

The classification and review process has been streamlined to accommodate the temporary nature of these assignments. As part of this process, hiring units may request the review of their positions by completing classification and recruitment forms developed specifically for Class 3 and Class 4 positions. These forms will capture the job duties and requirements of the position and will provide the necessary information to make the appropriate classification determination, as well as whether the position is exempt or non-exempt under the Fair Labor Standards Act (FLSA).

As with Class 1 – Regular Staff position classification reviews, the completed Class 3 and Class 4 classification and recruitment forms must be submitted through the [Applicant Tracking System \(ATS\)](#), to allow hiring units to obtain the necessary approvals from their respective units, and enable units to monitor the progress of their requests online. [ATS](#) may be accessed at the University Human Resources web site at <http://uhr.rutgers.edu/uhr-units-offices/consulting-staffing-compensation/hiring-toolkit/classification-and-recruitment>.

### **A. Establishment and Continuation of Class 3 and Class 4 Positions**

All Class 3 and Class 4 positions must be submitted to University Human Resources for the review and approval of position classifications prior to the extension of any temporary appointment offer. Class 3 and Class 4 appointments will not be approved for positions which have not been authorized by University Human Resources.

### **B. Generic Job Titles, Descriptions and Job Codes**

Summaries of generic job titles, descriptions and job codes for Class 3 Short-term Temporary, Class 4 Casual, and Class 4 Seasonal appointments are available in [Appendix Section I \(A-C\)](#) to assist you when hiring temporary employees. As part of this process you will need to identify the appropriate job code for the



employee category you select. For each of these job codes we have provided the corresponding generic titles and descriptions representing typical functions covering a wide range of duties.

The job codes and corresponding titles will be required when completing the appropriate classification and recruitment form. Using the generic descriptions as a starting point, you have the opportunity to clarify and expand the job duties and requirements specific to your unit.

1. Class 3 Short-term Temporary
2. Class 4 Casual
3. Class 4 Seasonal

### C. Reclassification - Changes in Job Duties

In the event of changes in job duties, class and/or job code of an existing Class 3 or Class 4 position, the hiring unit must complete a [Class 3 Classification and Recruitment Form \(C3 CARF\)](#) or [Class 4 Classification and Recruitment Form \(C4 CARF\)](#) as applicable, and submit the request via the [Applicant Tracking System \(ATS\)](#). The form will be evaluated by an HR Consultant to determine the appropriate classification. For Employee Class changes, such as from Class 4 to Class 3, hiring units must follow the appropriate Classification for New Hire process on pages 13-19.

To reclassify a position:

1. Complete the *Class 3 Classification and Recruitment Form (C3 CARF)* or *Class 4 Classification and Recruitment Form (C4 CARF)* as applicable.
2. Log into [ATS](#), select “Reclassify an Existing Position” and submit the appropriate CARF and organization chart to assist the HR Consultant in determining the appropriate classification and job code. Submit to University Human Resources.
3. The request is electronically routed to University Human Resources and assigned to an HR Consultant, who reviews the form and either approves the position based on the information provided, or contacts the hiring unit for additional information.
4. Once the position is approved through [ATS](#), the hiring unit will receive email notification from the HR Consultant of the approval.
5. UHR will process a “transfer” to change the job code through the [HCM/Payroll system](#).
6. The HR Consultant notifies the employee and hiring unit via email of the changes in job code.

### D. Classifications – Class 1 Regular Staff Appointments

To create and fill a Class 1 regular staff position, hiring units must follow all applicable contractual and policy classification, posting and recruitment requirements:

1. Hiring unit enters request for position to be classified and posted via the ATS by submitting a Classification and Recruitment Form (CARF) <http://uhr.rutgers.edu/sites/default/files/userfiles/CARForm-ATS.doc> and organization chart.
2. HR Consultant will determine appropriate classification for Class 1 position and provides classification results to hiring unit.

3. Hiring unit must follow all applicable aligned and non-aligned classifications, contractual and policy posting and recruitment requirements. Your HR Consultant is available to assist with this process.
4. Employee must meet the minimum requirements of the position, and must apply if the position is posted. Hiring unit follows the appropriate selection, offer and appointment process available at the UHR website at <http://uhr.rutgers.edu/stf/HiringTK.htm>
5. If the Class 4 is selected, the hiring unit designated HR Preparer must terminate the Class 4 appointment and initiate the new hire in the HCM/Payroll system by completing the Class 1 New Hire Template. If transitioning from a Class 4 hourly to Class 1 salary position, hiring unit must ensure all hours worked as a Class 4 are submitted into HCM/Payroll. An offer letter signed by the selected candidate must be attached as part of this process.

## Reappointments

Class 3 and Class 4 employees may be eligible to be reappointed in accordance with [Class 3 and Class 4 Employment Policy 60.1.5](#). In the event of a reappointment, a [reappointment letter](#) stating the new terms of employment should be issued to the employee by the hiring unit.

To reappoint a Class 3 or Class 4 employee, the following steps should be followed:

1. At the end of the appointment, if the hiring unit wishes to reappoint the position with the same job duties and/or job code, the hiring unit issues a reappointment letter and obtains the employee's signature on the letter.
2. The hiring unit's HR Preparer then reappoints the employee through the [Human Capital Management \(HCM\)/Payroll system](#) by going to "Manager Self Service," "Job and Personal Information," "Request Reappointments", attaches the signed reappointment letter for the individual, and submits the transaction for processing.
3. If the job duties and/or job code of the position changes, the hiring unit should follow the instructions on page 9 to reclassify the position.
4. The HCM Unit from UHR will review and process the action as appropriate.

## Terminations

Class 3 and Class 4 employees are at-will employees, in accordance with the [Class 3 and Class 4 Employment Policy 60.1.5](#). As such, there is no guarantee of continued or renewed employment. An appointment may be terminated with or without cause, at any time without prior notice, at the employee's or the University's discretion. An appointment may end at any time prior to the initially-specified appointment length at the supervisor's or employee's discretion.

The following steps should be followed:

1. Prior to the end of the Class 3 or Class 4 appointment, the HR Preparer for the hiring unit must either terminate the appointment or reappoint the employee in the [Human Capital Management \(HCM\)/Payroll](#) system.

2. If the appointment, at the University's discretion ends earlier than originally anticipated, the employee will be scheduled for a pre-termination conference by the hiring unit and will receive a termination letter in the meeting between employee and supervisor. (See Pre-Termination Conference below)
3. To terminate an appointment, the hiring unit's HR Preparer, terminates employment through the [HCM/Payroll system](#) by going to "Manager Self Service," "Job and Personal Information," "Terminate Employee", and;
  - a. If the appointment ends earlier than originally anticipated: attaches the termination letter and absence record card (for Class 3 employees only) for the appropriate employee, and submits the transaction for processing.
  - b. If the appointment ends on the pre-determined appointment end date, as indicated in the Appointment Letter: attaches the absence record card (for Class 3 employees only) for the appropriate employee, and submits the transaction for processing.
4. The HCM Unit from UHR will review and process the action.

### **Pre-Termination Conference**

This procedure must be followed when a Class 3 or Class 4 employee will be terminated prior to the expiration of his/her term as set forth in the appointment or reappointment letter provided to the employee upon hire.

If, after consultation with appropriate individuals in the hiring unit, an HR Consultant or the Office of Labor Relations, a supervisor decides to terminate a Class 3 or Class 4 employee, he or she must attempt to hold a pre-termination conference before taking action. The purpose of this conference is to give the employee an informal opportunity to respond to the reasons for termination. A pre-termination conference is not necessary when the appointment of the Class 3 or Class 4 employee ends on the date set specified in the appointment or reappointment letter.

This pre-termination process is initiated by giving a letter to the employee following the format of the sample "Pre-termination Conference Notification Letter" in [Appendix Section III \(G\)](#) along with a DRAFT copy of the termination letter. If the employee is at work, the letter should be delivered there; if he or she is not, the letter should be sent to the last known home address.

The conference should be held in a private setting. The supervisor considering the termination may wish to have a colleague present for the purpose of taking notes.

At the conference, the supervisor:

1. Reviews with the employee the reasons for considering termination. If the employee requires an interpreter, the supervisor arranges to have one there.
2. Gives the employee the opportunity to respond to each point.
3. At the conclusion of the conference, provides the employee the opportunity to make any further statements or ask any questions.
4. Tells the employee that he or she will be notified of the decision promptly.

After the conference:

1. After reviewing the information presented at this conference, the supervisor determines whether to terminate the individual's employment or impose some lesser discipline, or investigate the matter further.

2. If the decision is to terminate or to issue lesser disciplinary action, the supervisor follows through promptly. If the intent is to investigate further, advise the employee in writing of the outcome of such investigation and of the final decision promptly.

The templates for pre-termination and termination letters for Class 3 and Class 4 employees are found in the [Appendix Section III \(G-H\)](#).

## Monitoring and Compliance of Class 3 and Class 4 Appointments

While it is the responsibility of hiring units to comply with the [Class 3 and Class 4 Employment Policy 60.1.5](#) and all of the requirements there-in, University Human Resources (UHR) will continually monitor the appointment length and hours allowable for Class 3 and Class 4 appointments under the policy. UHR conducts regularly scheduled system queries and reports to monitor all Class 3 and Class 4 appointments. Class 3 and Class 4 employees eligible for pension benefits will also be monitored by UHR and enrolled in the applicable State Pension Program in accordance with NJ State Regulations.

### Monitoring Class 3 and Class 4 Length of Appointments

When hiring a new Class 3 or Class 4 employee, hiring units are responsible for providing the start and end date of the appointment in accordance with the policy. Prior to the end date, the HR Preparer for the hiring unit must either terminate the appointment or reappoint the employee in HCM/Payroll as applicable.

UHR will monitor the lengths of Class 3 and Class 4 appointments by running a termination process after each payroll to identify employees whose appointments have ended, or those that have reached appointment duration limits (such as 24 months for Class 3, the special time limits for Class 3 AFSCME 888 and COLT temporary assignments, or 6 months for Class 4 Seasonal), but have not been terminated or reappointed. The termination process will be implemented automatically one (1) month after the appointment end date to allow hiring units time to process payroll or complete reappointment actions as necessary.

### Class 4 Casual Appointment Average Hours

Class 4 Casual hourly employees are permitted to work an average of less than twenty (20) hours per week. UHR will monitor the number of hours Class 4 Casual employees work on a quarterly basis (i.e., Jan 1 – Mar 31, Apr 1 – June 30, July 1 – Sept 30, Oct 1 – Dec 31) to ensure that the total number of hours worked per week average less than twenty (20) hours per week.

Employees whose hours worked exceed the average of less than twenty (20) per workweek in any given quarter **will automatically be converted to Class 3 employees for the remainder of their current appointment; and the hiring unit will be responsible for the applicable fringe benefit rate.** UHR will notify hiring units prior to converting the appointment to Class 3.

### Class 3 and Class 4 Pension Enrollments

Class 3 and Class 4 employees eligible for pension benefits will be monitored by University Human Resources and enrolled in the applicable State Pension Program in accordance with NJ State Regulations. Upon determination of eligibility, the employee's application will be submitted to the NJ Division of Pension and Benefits to verify and enroll. For information about the State Pension Program, please visit the [UHR Benefits website \(http://uhr.rutgers.edu/benefits\)](http://uhr.rutgers.edu/benefits).

Once approved by the NJ Division of Pension and Benefits, the Benefits Enrollment Unit mails the certification and a letter confirming enrolled status to the employee's home. The certification tells the employee the membership number, rate of contributions, a back deductions schedule if applicable, current contributions for the quarter, verifies birth date and gives their enrollment date. The letter explains what the certification means and provides the employee with contact information for any concerns.

### **Fringe Benefits Rate**

All units are responsible for the applicable [fringe benefits rates](#) for all Class 3 and Class 4 employees. The fringe benefit rate for Class 3 positions will be the same as that applicable to regular Class 1 grant-funded positions. The fringe benefit rate for Class 4 employees will be equal to the FICA tax rate. Please contact the Division of Grant and Contract Accounting for further information.

### **Exceptions to Policy**

Requests for exceptions to this policy may only be granted by the Vice President for Faculty and Staff Resources, or designee.

## CLASS 3 AND CLASS 4 APPOINTMENTS

This section outlines the appointment provisions and requirements for Class 3 Short-term Temporary, Class 4 Casual and Class 4 Seasonal positions. Refer to [pages 7-13](#) for additional information about the terms and processes applicable to the Class 3 and Class 4 employee categories.

### Class 3 Short-term Temporary

Appointment Terms	Class 3 Short-term Temporary
<b>Length of Appointments</b>	<p>Class 3 Short-term Temporary employees may be appointed for up to one (1) year at a time, and are eligible for reappointment for up to one (1) additional year, except for the <i>Special Time Limitations</i> described below.</p> <ol style="list-style-type: none"> <li>1. Maximum service limit of twenty-four (24) months including breaks in service of less than six (6) months.</li> <li>2. Appointments may be for less than one year, and may be extended in intervals of less than one year, except that the twenty-four (24) month time limitation applies.</li> <li>3. After twenty-four (24) months of service, including breaks, the Class 3 appointment must be terminated.</li> <li>4. UHR will monitor the appointment length of Class 3 employees to ensure compliance with the maximum twenty-four (24) month appointment limitation and will automatically terminate expired appointments. Refer to Monitoring and Compliance of Class 3 employees on <a href="#">page 12</a> for process details.</li> <li>5. Class 3 employees who have been terminated upon reaching the twenty-four (24) month length of appointment limitation may be rehired as a Class 3 appointee after a six (6) month break in Rutgers service from the appointment termination date.</li> </ol>
<b>Special Time Limitations</b>	<p>For purposes of appointment length and hours as it applies to the special twelve (12) and six (6) month time limitations, a “regularly appointed position” is defined as working twenty (20) hours per week or more.</p> <ol style="list-style-type: none"> <li>1. <b>AFCSME Local 1761:</b> A Class 3 employee who is hired to perform a job which, if it were a regularly appointed position, would be included in the AFCSME Local 1761 negotiations unit, may only be appointed for up to twelve (12) consecutive months with a four (4) month extension if necessary. The 24-month length of appointment allowance, therefore, does not apply. Class 3 employees with the following job codes: 03330 – Clerical Assistant and 03331 – Laboratory/Technical Assistant, working twenty (20) or more hours per week fall into this category.</li> <li>2. <b>AFCSME Local 888:</b> A Class 3 employee who is hired to perform a job which, if it were a regularly appointed position, would be included in the AFCSME Local 888 negotiations unit, may only be appointed for up to six (6) consecutive months with a three (3) month extension if necessary. The 24-month length of appointment allowance, therefore, does not apply. Class 3 employees with the job code: 03332 – Service/Maintenance Worker, working twenty (20) or more hours per week falls into this category.</li> <li>3. <b>Requests for Appointment Extensions Permissible by Negotiated Agreements:</b> A hiring unit may request the aforementioned extensions by submitting a request for such an extension to the Office of Labor Relations at <a href="mailto:apptextensions.OLR@hr.rutgers.edu">apptextensions.OLR@hr.rutgers.edu</a>. To request an extension, refer to</li> </ol>

Appointment Terms	Class 3 Short-term Temporary
<b>Fair Labor Standards Act (FLSA) Designation</b>	<p>Appendix IV <a href="#">pages 61-63</a> for process details.</p> <p>Class 3 employees will be classified as either exempt or non-exempt in accordance with the provisions of the Federal Fair Labor Standards Act (FLSA). This designation will be assigned by University Human Resources.</p> <p>Overtime Compensation:</p> <ol style="list-style-type: none"> <li>1. Only supervisor-authorized overtime may be worked by non-exempt employees.</li> <li>2. Non-exempt Class 3 employees will receive overtime pay, or compensatory time at the discretion of the supervisor, at the rate of time and one half for all hours worked beyond forty (40) during the workweek.</li> <li>3. The Fair Labor Standards Act requires the employer to maintain a record of hours worked by employees who are eligible for overtime; therefore, it is the responsibility of every hiring unit to keep accurate records of the hours worked each day by these employees.</li> <li>4. Where the hiring unit has decided that such compensation will be given in time off rather than in cash, the hiring unit must not allow more than 120 hours of compensatory time (80 hours at time-and-one-half) to accrue unless specific authorization is given by the Vice President for Faculty and Staff Resources or designee. Where the compensation is to be in cash, payment should be made in the pay period in which the overtime is worked. If that is not possible, then payment must be made in the following pay period. Compensatory time off should be scheduled upon mutual agreement between the hiring unit and the employee.</li> </ol>
<b>Schedules and Hours Worked</b>	<p>Class 3 employees:</p> <ol style="list-style-type: none"> <li>1. May be appointed as either part-time or full-time, based on a forty (40) hour workweek</li> <li>2. Appointments should be for short term assignments of 50% or higher time.</li> <li>3. Work a fixed schedule that is defined upon hire</li> <li>4. Non-exempt Class 3 employees will receive overtime pay or compensatory time for hours worked above forty (40) hours per workweek</li> <li>5. Paid on a salary basis</li> </ol>
<b>Classifications – New Positions and New Hires</b>	<p>All Class 3 positions must be submitted to University Human Resources for the review and approval of position classifications prior to the extension of any temporary appointment offer. These appointments will not be approved for positions which have not been authorized by University Human Resources.</p> <p>In order to create and fill a new Class 3 Short-term Temporary position, the hiring unit must complete a <a href="#">Class 3 Classification and Recruitment Form (C3 CARF)</a> and submit the request via the <a href="#">Applicant Tracking System (ATS)</a>. The form will be evaluated by an HR Consultant to determine the appropriate classification.</p> <p>The following steps should be followed:</p> <ol style="list-style-type: none"> <li>1. Complete the <a href="#">Class 3 Classification and Recruitment Form (C3 CARF)</a>.</li> <li>2. Log into <a href="#">ATS</a>, select “Create new position” and submit the C3 CARF, along with an organization chart. If the hiring unit has identified a candidate for the position, a copy of the candidate’s resume or completed <a href="#">employment application</a> must also be included in the attachments in <a href="#">ATS</a>.</li> <li>3. The request is electronically routed to UHR and assigned to an HR Consultant, who reviews the C3 CARF and either approves the position based on the information</li> </ol>

Appointment Terms	Class 3 Short-term Temporary
	<p>provided, or contacts the hiring unit for additional information. The resume or employment application is reviewed to determine if the candidate meets the minimum requirements of the position.</p> <ol style="list-style-type: none"> <li>4. Once the position is approved through <a href="#">ATS</a>, the hiring unit will receive email notification from the HR Consultant of the approval.</li> <li>5. The hiring unit makes the offer to the candidate, issues the appropriate appointment letter and obtains the candidate’s signature on the letter. One year assignments cannot exceed the term limit specified by policy. Appointment begin and end dates are to be provided in the appointment letter using the following sample format: 6/1/2012 to 5/31/2013, <b>and not 6/1/2012 to 6/1/2013</b>. Newly appointed employees must comply with I-9 requirements, and are required to review the Rutgers Code of Ethics and the Rutgers Plain Language Guide to Fundamental Ethics and Conflicts Rules which may be accessed at <a href="http://ethicsru.rutgers.edu/">http://ethicsru.rutgers.edu/</a>. The Receipt and Acknowledgment of the Rutgers Code of Ethics form available at the University Human Resources website at <a href="http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf">http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf</a> must be printed and signed by the new employee. The signed form must be returned to the Ethics Liaison Officer &amp; Compliance Manager at the Office of the Vice President and General Counsel, as indicated in the appointment letter.</li> <li>6. The hiring unit’s HR Preparer then hires the employee through the <a href="#">HCM/Payroll system</a> by accessing “Manager Self Service,” “Template-Based Hire” and selecting the option for <i>Class 3 Temporary Employees Template</i>, attaches the signed appointment letter and submits for processing.</li> <li>7. The HCM Unit from UHR will review and process the action as appropriate.</li> <li>8. During the first week of employment, the hiring unit should arrange for the employee to attend a New Employee Welcome and Benefits Orientation Program for Class 3 employees.</li> </ol>
<b>Classifications – Class 1 Regular Staff Appointments</b>	To create and fill a Class 1 regular staff position, hiring units must follow all applicable contractual and policy classification, posting and recruitment requirements. Please refer to <a href="#">page 9 - Class 1 Regular Staff Appointment</a> process details.
<b>Reclassifications</b>	In the event of changes in job duties, class and/or job code of an existing position, the hiring unit must complete a <a href="#">Class 3 Classification and Recruitment Form (C3 CARF)</a> , and submit the request via the <a href="#">Applicant Tracking System (ATS)</a> . The form will be evaluated by an HR Consultant to determine the appropriate classification. Refer to <a href="#">page 9 - Reclassifications</a> process details.
<b>Reappointments</b>	<p>Class 3 Short-term Temporary employees may be appointed for up to one (1) year at a time, and are eligible for reappointment for up to one (1) additional year, except for the <i>Special Time Limitations</i> described above.</p> <ol style="list-style-type: none"> <li>1. Appointments may be for less than one year, and may be extended in intervals of less than one year, except that the twenty-four (24) month time limitation applies.</li> <li>2. All Class 3 employees will be issued a reappointment letter upon the renewal of an appointment. Refer to <a href="#">page 10 - Reappointments</a> process details.</li> </ol>
<b>Terminations</b>	Class 3 Short-term Temporary appointments may be terminated at the discretion of the hiring unit or employee, or on the designated appointment end date. After twenty-four (24) months of service, including breaks, the Class 3 appointment must be terminated. Should the appointment end at the University’s discretion prior to the initially-specified appointment length, the employee will be scheduled for a pre-termination conference by



Appointment Terms	Class 3 Short-term Temporary
	the hiring unit and will receive a termination letter in a meeting between the employee and supervisor. Otherwise, if the appointment ends on the initially-specified appointment end date, a termination letter is not required. Refer to <a href="#">page 11 - Pre-termination conference process details</a> .

### Class 4 Casual Employees

Appointment Terms	Class 4 Casual
<b>Length of Appointments</b>	<p>Class 4 Casual employees may be appointed for up to one (1) year at a time, and can be reappointed year to year.</p> <ol style="list-style-type: none"> <li>1. Prior to the end of the Class 4 appointment, the HR Preparer for the hiring unit must either terminate the appointment or reappoint the employee in <a href="#">Human Capital Management (HCM)/Payroll</a>.</li> <li>2. UHR will monitor the appointment lengths of Class 4 Casual employees and will automatically terminate expired appointments to ensure compliance with the policy. Refer to Monitoring and Compliance of Class 4 employees on <a href="#">pages 12</a> for process details.</li> </ol>
<b>Fair Labor Standards Act (FLSA) Designation</b>	<p>Class 4 Casual employees will be classified as non-exempt and are eligible to receive overtime compensation in accordance with the provisions of the Federal Fair Labor Standards Act (FLSA). This designation will be assigned by University Human Resources. However, Rutgers policy restricts Class 4 Casual appointments to an average of less than 20 hours per week in a quarter; therefore, limiting work beyond the average of less than 20 hour per week for these employees.</p> <p>Overtime Compensation:</p> <ol style="list-style-type: none"> <li>1. Only supervisor-authorized overtime may be worked by non-exempt employees.</li> <li>2. Class 4 Casual employees will receive overtime pay at the rate of time and one half for all hours worked beyond forty (40) during the workweek.</li> <li>3. The Fair Labor Standards Act requires the employer to maintain a record of hours worked by employees who are eligible for overtime; therefore, it is the responsibility of every hiring unit to keep accurate records of the hours worked each day by these employees.</li> </ol>
<b>Schedules and Hours Worked</b>	<p>Class 4 Casual employees:</p> <ol style="list-style-type: none"> <li>1. May work either a fixed, varied or intermittent schedule from week to week.</li> <li>2. Hours worked are limited to an average of less than twenty (20) hours per week in a quarter.</li> <li>3. Paid on an hourly basis.</li> <li>4. University Human Resources will monitor hours worked by Class 4 Casual appointees on a quarterly basis. Employees whose hours worked average twenty (20) or more per workweek in any given quarter <b>will automatically be converted to Class 3 employees for the remainder of their current appointment and the hiring unit will be responsible for the applicable fringe benefit rate</b>. Refer to Monitoring and Compliance of Class 4 employees on <a href="#">pages 12</a> for process details.</li> </ol>
<b>Classifications – New Positions and New Hires</b>	<p>All Class 4 positions must be submitted to University Human Resources for the review and approval of position classifications prior to the extension of any temporary appointment offer. These appointments will not be approved for positions which have not been authorized by University Human Resources.</p>

Appointment Terms	Class 4 Casual
	<p>In order to create and fill a new Class 4 Casual position, the hiring unit must complete a <a href="#">Class 4 Classification and Recruitment Form (C4 CARF)</a> and submit the request via the <a href="#">Applicant Tracking System (ATS)</a>. The form will be reviewed by an HR Consultant to determine the appropriate classification. The following steps should be followed:</p> <ol style="list-style-type: none"> <li>1. Complete the <i>Class 4 Classification and Recruitment Form (C4 CARF)</i>. The C4 CARF allows the hiring unit to provide additional information to assist the HR Consultant in determining the appropriate <a href="#">job code</a>.</li> <li>2. Log into <a href="#">ATS</a> and submit the C4 CARF, along with an organization chart. If the hiring unit has identified a candidate for the position, a copy of the candidate’s resume or completed <a href="#">employment application</a> must also be included in the attachments in <a href="#">ATS</a>.</li> <li>3. The request is electronically routed to UHR and assigned to an HR Consultant, who reviews the C4 CARF and either approves the position based on the information provided, or contacts the hiring unit for additional information. The resume or employment application is reviewed to determine if the candidate meets the minimum requirements of the position.</li> <li>4. Once the position is approved through <a href="#">ATS</a>, the hiring unit will receive email notification from the HR Consultant of the approval.</li> <li>5. The hiring unit makes the offer to the candidate, issues the appropriate appointment letter and obtains the candidate’s signature on the appointment letter. One year assignments cannot exceed the term limit specified by policy. Appointment begin and end dates are to be provided in the appointment letter using the following sample format: 6/1/2012 to 5/31/2013, <b>and not 6/1/2012 to 6/1/2013</b>.</li> <li>6. Newly appointed employees must comply with I-9 requirements, and are required to review the Rutgers Code of Ethics and the Rutgers Plain Language Guide to Fundamental Ethics and Conflicts Rules, which may be accessed at <a href="http://ethicsru.rutgers.edu/">http://ethicsru.rutgers.edu/</a>. The Receipt and Acknowledgment of the Rutgers Code of Ethics form available at the University Human Resources website at <a href="http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf">http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf</a> must be printed and signed by the new employee. The signed form must be returned to the Ethics Liaison Officer &amp; Compliance Manager at the Office of the Vice President and General Counsel, as indicated in the appointment letter.</li> <li>7. The hiring unit’s HR Preparer then hires the employee through the <a href="#">HCM/Payroll system</a> by accessing “Manager Self Service,” “Template-Based Hire” and selecting the option for <i>Class 4 Casual/Seasonal Hourly Employees Template</i>, attaches the signed appointment letter and submits for processing.</li> <li>8. The HCM Unit from UHR will review and process the action as appropriate.</li> </ol>
<p><b>Classifications – Class 1 Regular Staff Appointments</b></p>	<p>To create and fill a Class 1 regular staff position, hiring units must follow all applicable contractual and policy classification, posting and recruitment requirements. Refer to <a href="#">page 9 - Class 1 Regular Staff Appointment</a> process details.</p>
<p><b>Reclassifications</b></p>	<p>In the event of changes in job duties, class and/or job code of an existing position, the hiring unit must complete a <a href="#">Class 4 Classification and Recruitment Form (C4 CARF)</a>, and submit the request via the <a href="#">Applicant Tracking System (ATS)</a>. The form will be evaluated by an HR Consultant to determine the appropriate classification. Refer to <a href="#">page 9 - Reclassifications</a> process details.</p>

Appointment Terms	Class 4 Casual
<b>Reappointments</b>	Class 4 Casual employees may be appointed for up to one (1) year at a time, and can be reappointed year to year. All Class 4 Casual employees will be issued a reappointment letter upon the renewal of an appointment. Refer to <a href="#">page 10 – Reappointments</a> process details.
<b>Terminations</b>	Class 4 Casual appointments may be terminated at the discretion of the hiring unit or employee, or on the designated appointment end date. Should the appointment end at the University’s discretion prior to the initially-specified appointment length, the employee will be scheduled for a pre-termination conference by the hiring unit and will receive a termination letter in a meeting between the employee and supervisor. Otherwise, if the appointment ends on the initially-specified appointment end date, a termination letter is not required. Refer to <a href="#">page 10 – 11 – Terminations</a> process details.

### Class 4 Seasonal Employees

Appointment Terms	Class 4 Seasonal
<b>Length of Appointments</b>	<p>Class 4 Seasonal employees may be appointed for up to a maximum of a six (6) month period and may be reappointed as long as there is a break in Rutgers service of at least three (3) continuous months.</p> <p>UHR will monitor the appointment lengths of Class 4 Seasonal employees to ensure compliance with the maximum six (6) month appointment limitation, and will automatically terminate expired appointments. Refer to <a href="#">Monitoring and Compliance of Class 4 employees on pages 12</a> for process details.</p>
<b>Fair Labor Standards Act (FLSA) Designation</b>	<p>Class 4 Seasonal employees will be classified as non-exempt and are eligible to receive overtime compensation in accordance with the provisions of the Federal Fair Labor Standards Act (FLSA). This designation will be assigned by University Human Resources.</p> <p>Overtime Compensation:</p> <ol style="list-style-type: none"> <li>1. Class 4 Seasonal employees will receive overtime pay at the rate of time and one half for all hours worked beyond forty (40) during the workweek.</li> <li>2. The Fair Labor Standards Act requires the employer to maintain a record of hours worked by employees who are eligible for overtime; therefore, it is the responsibility of every hiring unit to keep accurate records of the hours worked each day by these employees.</li> </ol>
<b>Schedules and Hours Worked</b>	<p>Class 4 Seasonal appointments:</p> <ol style="list-style-type: none"> <li>1. Are not restricted in the number of hours worked per workweek</li> <li>2. Will receive overtime pay for hours worked above forty (40) hours per workweek</li> <li>3. Paid on an hourly basis</li> </ol>
<b>Classifications – New Positions and New Hires</b>	<p>All Class 4 Seasonal positions must be submitted to University Human Resources for the review and approval of position classifications prior to the extension of any temporary appointment offer. These appointments will not be approved for positions which have not been authorized by University Human Resources.</p> <p>In order to create and fill a new Class 4 Seasonal position, the hiring unit must complete a <a href="#">Class 4 Classification and Recruitment Form (C4 CARF)</a> and submit the request via the <a href="#">Applicant Tracking System (ATS)</a>. The form will be reviewed by an HR Consultant to determine the appropriate classification.</p>

Appointment Terms	Class 4 Seasonal
	<p>The following steps should be followed:</p> <ol style="list-style-type: none"> <li>1. Complete the <i>Class 4 Classification and Recruitment Form (C4 CARF)</i>. The C4 CARF allows the hiring unit to provide additional information to assist the HR Consultant in determining the appropriate <a href="#">job code</a>.</li> <li>2. Log into <a href="#">ATS</a> and submit the C4 CARF, along with an organization chart. If the hiring unit has identified a candidate for the position, a copy of the candidate’s resume or completed <a href="#">employment application</a> must also be included in the attachments in <a href="#">ATS</a>.</li> <li>3. The request is electronically routed to UHR and assigned to an HR Consultant, who reviews the C4 CARF and either approves the position based on the information provided, or contacts the hiring unit for additional information. The resume or employment application is reviewed to determine if the candidate meets the minimum requirements of the position.</li> <li>4. Once the position is approved through <a href="#">ATS</a>, the hiring unit will receive email notification from the HR Consultant of the approval.</li> <li>9. The hiring unit makes the offer to the candidate, issues the appropriate appointment letter and obtains the candidate’s signature on the appointment letter. Six month assignments cannot exceed the term limit specified by policy. Appointment begin and end dates are to be provided in the appointment letter using the following sample format: 6/1/2012 to 12/31/2013, <b>and not 6/1/2012 to 1/1/2013</b>. Newly appointed employees must comply with I-9 requirements, and are required to review the Rutgers Code of Ethics and the Rutgers Plain Language to Fundamental Ethics and Conflicts Rules which may be accessed at <a href="http://ethicsru.rutgers.edu">http://ethicsru.rutgers.edu</a>. The Receipt and Acknowledgment of the Rutgers Code of Ethics form available at the University Human Resources website at <a href="http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf">http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf</a> must be printed and signed by the new employee. The signed form must be returned to the Ethics Liaison Officer &amp; Compliance Manager at the Office of the Vice President and General Counsel, as indicated in the appointment letter.</li> <li>5. The hiring unit’s HR Preparer then hires the employee through the <a href="#">HCM/Payroll system</a> by accessing “Manager Self Service,” “Template-Based Hire” and selecting the option for <i>Class 4 Casual/Seasonal Hourly Employees Template</i>, attaches the appointment letter and submits for processing.</li> <li>6. The HCM Unit from UHR will review and process the action as appropriate.</li> </ol>
<b>Reappointments</b>	<p>Class 4 Seasonal employees may be appointed for a period of up to six (6) months.</p> <ol style="list-style-type: none"> <li>1. Class 4 Seasonal appointments must have a continuous break in Rutgers service of at least three (3) months after the six month appointment maximum is reached. The HR Preparer for the hiring unit must terminate the appointment in <a href="#">HCM/Payroll</a> at the end of the Class 4 Seasonal appointment.</li> <li>3. An individual may be rehired into a Class 4 Seasonal position after a break in Rutgers service of least three (3) consecutive months by following the Classifications – New Positions and New Hires process described above.</li> <li>4. All Class 4 Seasonal employees will be issued a reappointment letter upon rehire of an appointment. Refer to <a href="#">Appendix Section III (F)</a> – Reappointment Letter Template – Class 4 Seasonal.</li> </ol>
<b>Reclassifications</b>	<p>In the event of changes in job duties, class and/or job code of an existing position, the hiring unit must complete a <i>Class 4 Classification and Recruitment Form (C4 CARF)</i>, and submit the request via the <a href="#">Applicant Tracking System (ATS)</a>. The form will be evaluated by an HR</p>

Appointment Terms	Class 4 Seasonal
	Consultant to determine the appropriate classification. Refer to <a href="#">page 9 – Reclassifications</a> process details.
<b>Terminations</b>	Class 4 Seasonal appointments may be terminated at the discretion of the hiring unit or employee, on the designated appointment end date, or the maximum allowed appointment period of six (6) months. Should the appointment end at the University’s discretion prior to the initially-specified appointment length, the employee will be scheduled for a pre-termination conference by the hiring unit and will receive a termination letter in a meeting between the employee and supervisor. Otherwise, if the appointment ends on the initially-specified appointment end date, a termination letter is not required. Refer to <a href="#">page 10 - 11 – Terminations</a> process details.

## CLASS 3 AND CLASS 4 BENEFITS ELIGIBILITY

In accordance with the *Class 3 and Class 4 Employment Policy, Section 60.1.5*, temporary employees may be eligible for certain benefits based on their employment terms, such as employee class and percentage of duty time (i.e., part-time/full-time). **Section A** provides a benefits chart outlining the benefits to which Class 3 and Class 4 employees may be eligible. **Section B** provides a brief description of these benefit programs. Please visit the Benefits website (<http://uhr.rutgers.edu/benefits>) for more information. For Benefits assistance, please call 848-932-3990 or via email: [benefits@hr.rutgers.edu](mailto:benefits@hr.rutgers.edu).

### A. Benefits Chart for Class 3 and Class 4 Employees

Benefit	Class 3 Short-term Temporary	Class 4 Casual and Class 4 Seasonal
<b>Pension</b>	May be eligible for appropriate pension program in accordance with State regulations. If already in a State pension program, may be eligible to continue in program based on State eligibility criteria.	May be eligible for appropriate pension program in accordance with State regulations. UHR will enroll employee if eligible and hiring unit will be responsible for pension fringe rate.  If already in a State pension program, may be eligible to continue in program based on State eligibility criteria.
<b>Group Life Insurance</b>	Same rules apply as with Pension	Same rules apply as with Pension
<b>Health Benefits</b>	<ul style="list-style-type: none"> <li>• If employed full-time (100% - 40 hours per week) with an appointment of 12 - months or greater for calendar year employees or 10-months for Academic Year employees, will be able to enroll in State Health Benefits Program (SHBP) for health, dental, and/or prescription drug coverage with the same eligibility and premiums as Class 1 employees.</li> <li>• Part-time employees enrolled in a State-administered pension plan may be eligible to purchase health insurance at full share cost directly through the State of New Jersey.</li> </ul>	If enrolled in a State-administered pension plan may be eligible to purchase health insurance at full share cost directly through the State of New Jersey.
<b>Vision Plan</b>	<ul style="list-style-type: none"> <li>• If employed Full-time= Eligible</li> <li>• If employed Part-time= Not Eligible</li> </ul>	Not Eligible
<b>Administrative Leave (AL)</b>	Not Eligible	Not Eligible
<b>Bereavement Leave</b>	Eligible in accordance with Rutgers Policy 60.3.4	Not Eligible
<b>Compassionate Leave</b>	Not Eligible	Not Eligible
<b>Compensatory Time</b>	Nonexempt only; Eligible over 40 hours <ul style="list-style-type: none"> <li>• See Guidelines - <a href="#">page 15</a></li> </ul>	Not Eligible

Benefit	Class 3 Short-term Temporary	Class 4 Casual and Class 4 Seasonal
<b>FMLA &amp; NJFLA</b>	May be eligible for leave pursuant to State and Federal family leave laws if employees meet the laws' articulated requirements and in accordance with Rutgers Policy 60.3.8.	May be eligible for leave pursuant to State and Federal family leave laws if employees meet the laws' articulated requirements and in accordance with Rutgers Policy 60.3.8.
<b>Holidays</b>	Eligible and will receive paid time off on the University holidays identified in Rutgers Policy 60.3.11(1)(A)	Not Eligible
<b>Jury Duty</b>	Eligible in accordance with Rutgers Policy 60.3.12	Not Eligible
<b>Military Leave</b>	Class 3 employees may be eligible for military leave pursuant to Rutgers Policy 60.3.13. However, Class 3 employees generally hold positions that are brief or nonrecurring in nature and do not provide a reasonable expectation of continuing indefinitely or for a significant period. Therefore, certain provisions of Rutgers Policy 60.3.13, such as reemployment rights, may not apply to Class 3 employees.	Class 4 employees may be eligible for military leave pursuant to Rutgers Policy 60.3.13. However, Class 4 employees generally hold positions that are brief or nonrecurring in nature and do not provide a reasonable expectation of continuing indefinitely or for a significant period. Therefore, certain provisions of Rutgers Policy 60.3.13, such as reemployment rights, may not apply to Class 4 employees.
<b>Personal Holidays (PH)</b>	Not Eligible	Not Eligible
<b>Sick Time</b>	<ul style="list-style-type: none"> <li>• Credited at the rate of one (1) day for each full month of employment.</li> <li>• Prorated for part-time employees according to the percentage of time appointed.</li> <li>• Can carry over unused sick time to any subsequent Class 3 or Class 1 Staff eligible appointment.</li> <li>• Must be recorded in <a href="#">Absence Record System (ARS)</a>.</li> </ul>	Not Eligible
<b>Vacation</b>	<ul style="list-style-type: none"> <li>• Credited at the rate of one (1) day for each full month of employment.</li> <li>• Prorated for part-time employees according to the percentage of time appointed.</li> <li>• Credited time must be used by appointment end date, or forfeited.</li> <li>• Must be recorded in <a href="#">Absence Record System (ARS)</a>.</li> <li>• See Guidelines <a href="#">page 29</a> regarding carryover exception.</li> </ul>	Not Eligible

<b>Benefit</b>	<b>Class 3 Short-term Temporary</b>	<b>Class 4 Casual and Class 4 Seasonal</b>
<b>Additional Contributions Tax-Sheltered Programs (ACTS)</b>	<ul style="list-style-type: none"> <li>• Full-time or if retired from a NJ State pension plan = Eligible</li> <li>• Part-time = Eligible if working 20 hours a week or more or retired from a NJ State pension plan</li> </ul>	Not Eligible
<b>Employee Discounts</b>	Eligible	Eligible
<b>Faculty and Staff Assistance Program</b>	Eligible	Eligible
<b>Flexible Spending Accounts (FSA): Unreimbursed Medical &amp; Dependent Care</b>	<ul style="list-style-type: none"> <li>• Full-time = Eligible</li> <li>• Part-time = Not Eligible</li> </ul>	Not Eligible
<b>Library Privileges</b>	Eligible pursuant to Rutgers Policy 60.2.4	Eligible pursuant to Rutgers Policy 60.2.4
<b>Long Term Care</b>	Eligible	Eligible
<b>Long-Term Disability</b>	<ul style="list-style-type: none"> <li>• Full-time = Eligible if enrolled in ABP or DCRP (and after one year of participation in ABP or DCRP) or eligible for UNUM.</li> <li>• Part-time = Eligible if enrolled in ABP or DCRP (and after one year of participation in ABP or DCRP)</li> </ul>	Full-time/Part-time = Eligible, if enrolled in DCRP (and after one year of participation in DCRP)
<b>Mass Transit Commutation Reimbursement Program</b>	<ul style="list-style-type: none"> <li>• Full-time = Eligible for State Health Benefits Program (SHBP) Commuter Tax\$ave Program</li> <li>• Part-time = Eligible for Rutgers Part-time (P/T) Mass Transit Program</li> </ul>	Eligible for Rutgers Part-time (P/T) Mass Transit Program
<b>State Employees' Deferred Compensation Plan (NJSEDCP) "457"</b>	Eligible	Eligible
<b>Short-Term Disability</b>	May be eligible for coverage pursuant to State disability laws if employees meet the laws' articulated requirements	May be eligible for coverage pursuant to State disability laws if employees meet the laws' articulated requirements
<b>Supplemental Annuity Collective Trust (SACT)</b>	Eligible if enrolled in PERS, PFRS or DCRP	Eligible if enrolled in PERS, PFRS or DCRP
<b>Telecommuting</b>	Contact your HR Consultant/Representative	Contact your HR Consultant/Representative
<b>Tuition Remission for Dependent Children</b>	Not Eligible	Not Eligible
<b>Tuition Remission for</b>	Not Eligible	Not Eligible



Benefit	Class 3 Short-term Temporary	Class 4 Casual and Class 4 Seasonal
<b>Employees</b>		
<b>Voluntary Tax-Deferred Savings Plan 403(b)</b>	<ul style="list-style-type: none"> <li>• Full-time or if retired from a NJ State pension plan = Eligible</li> <li>• Part-time = Eligible if working 20 hours a week or more or retired from a NJ State pension plan</li> </ul>	Not Eligible
<b>Workers Compensation*</b>	<ul style="list-style-type: none"> <li>• May be eligible for applicable medical benefits in accordance with Policy administered by Rutgers Office of Risk Management and Insurance.</li> <li>• Not eligible for income replacement (“I” time), however may be eligible for statutorily required Temporary Total Disability (TTD) Salary Continuance Benefit</li> </ul>	<ul style="list-style-type: none"> <li>• May be eligible for applicable medical benefits in accordance with Policy administered by Office of Risk Management and Insurance.</li> <li>• Not eligible for income replacement (“I” time), however may be eligible for statutorily required Temporary Total Disability (TTD) Salary Continuance Benefit</li> </ul>

## B. Benefits Plan/Policy Description

While this guide outlines the benefits available for Class 3 and Class 4 employees, the complete terms governing the benefits program are set forth in the State of New Jersey Statutes and Regulations and Rutgers University Policies and Procedures. Please visit the Benefits website (<http://uhr.rutgers.edu/benefits>) for more information. For Benefits assistance, please call 848-932-3990 or via email: [benefits@hr.rutgers.edu](mailto:benefits@hr.rutgers.edu).

1. **Pension:** The NJ Division of Pension and Benefits offer pension programs with eligibility requirements in accordance with State regulations.
  - **Class 3 Short-term Appointees:**
    - i. May be eligible for appropriate pension program in accordance with State regulations. If already in a State pension program, may be eligible to continue in program based on State eligibility criteria.
    - ii. Upon determination of eligibility, the employee’s application will be submitted to the NJ Division of Pension and Benefits to verify and enroll. For information about NJ State pension programs and eligibility requirements, visit the UHR Benefits webpage.
    - iii. Once approved by the NJ Division of Pension and Benefits, the Benefits Enrollment unit at University Human Resources mails the certification and a letter confirming enrolled status to the employee’s home. The certification tells the employee the membership number, rate of contributions, a back deductions schedule if applicable, current contributions for the quarter, verifies birth date and gives their enrollment date. The letter explains what the certification means and provides the employee contact information for any concerns.

- **Class 4 Casual and Class 4 Seasonal:**
    - i. May be eligible for pension benefits after 12 months of continuous employment. Class 4 employees will be monitored by University Human Resources and enrolled in the applicable State Pension Program.
    - ii. Upon determination of eligibility, the employee's application will be submitted to the NJ Division of Pension and Benefits to verify and enroll. For information about NJ State pension programs and eligibility requirements, visit [UHR Benefits website](#).
    - iii. Once approved by the NJ Division of Pension and Benefits, the Benefits Enrollment unit at University Human Resources mails the certification and a letter confirming enrolled status to the employee's home. The certification tells the employee the membership number, rate of contributions, a back deductions schedule if applicable, current contributions for the quarter, verifies birth date and gives their enrollment date. The letter explains what the certification means and provides the employee contact information for any concerns.
2. **[Group Life Insurance](#):** The NJ Division of Pension and Benefits offers group life insurance programs with eligibility requirements in accordance with State regulations.
  3. **[Health Benefits](#):** The NJ Division of Pension and Benefits offers medical plan choices designed to meet employee coverage needs. Eligible employees may enroll in the State Health Benefits Plan (SHBP) for health, dental and/or prescription drug coverage.
  4. **[Vision Plan](#):** Rutgers offers Vision Care Reimbursement Plan to eligible employees administered by University Human Resources.
  5. **[Bereavement Leave \(Policy 60.3.4\)](#):** Outlines the definition of bereavement leave and time available for eligible Class 3 employees.
  6. **[FMLA & NJFLA \(Policy 60.3.8\)](#):** May be eligible for leave pursuant to State and Federal family leave laws if employees meet the laws' articulated requirements and in accordance with Rutgers Policy 60.3.8. If eligible, the leave time will run concurrent with all paid or unpaid leaves. After FMLA has been exhausted, refer to University Human Resources for appropriate determination for unpaid leave of absence in accordance with applicable University policies.
  7. **[Holidays \(Policy 60.3.11 \(1\) \(A\)\)](#):** Class 3 Short-term Appointees **only**. Class 3 employees are eligible and will receive paid time off on the University holidays identified in Rutgers Policy 60.3.11(1) (A). Class 4 employees are not eligible for paid time off.
  8. **[Jury Duty \(Policy 60.3.12\)](#):** Rutgers shall grant time off with full normal pay to those Class 3 employees who are required to serve for jury duty during such periods as the employee is actually serving in accordance with University policy.
  9. **[Military Leave \(Policy 60.3.13\)](#):** Class 3 and Class 4 employees may be eligible for military leave pursuant to Rutgers Policy 60.3.13. However, Class 3 and Class 4 employees generally hold positions that are brief or nonrecurring in nature and do not provide a reasonable expectation of continuing indefinitely or for a

significant period. Therefore, certain provisions of Rutgers Policy 60.3.13, such as reemployment rights, may not apply to Class 3 and Class 4 employees.

- 10. Sick Time:** Class 3 Short-term Appointees will be credited sick days at the rate of one (1) day for each calendar month of employment. Class 4 employees are not eligible for paid time off.

**Usage of Sick Time:**

- Sick Time for Care of Self: Sick time is defined as a necessary period of absence due to the employee's own illness or for exposure of the employee to contagious disease. The illness of an employee should be recorded in the [Absence Record System \(ARS\)](#) as "S" for sick time. Sick time should not be taken for attending planned, routine medical or dental appointments.
- Sick Leave for Care of Others: Sick leave is a charge of the employee's credited sick time to provide medical care to a seriously ill family member as designated in the special circumstances described below. The number of days that the employee may charge to credited sick leave time for these circumstances may not exceed the total number of days the employee has been credited that fiscal year. The employee's absence should be recorded in the ARS as "SL" for sick leave.
  - i. Emergency Attendance: An employee's emergency attendance on a member of the employee's family (mother, father, spouse, domestic partner, child, step child, foster child, grandchild, sister, brother, grandparent) who is seriously ill.
  - ii. Medically Certified Care: An employee's attendance upon an employee's seriously ill family member at a hospital, health care facility or at home, or the employee's transport of the employee's seriously ill family member to medical treatment, when properly certified by a health care provider.

**Earned Sick Time Bank:**

- Time taken as sick time or sick leave comes from the same credited bank of sick time earned by an employee.

**Sick Time and Sick Leave Use Requirements:**

- Class 3 employees are not entitled to use sick time or sick leave unless satisfactory evidence pertaining to the preceding conditions is furnished when requested. Employees with a record of chronic absenteeism for illness may be referred to a university staff physician for a physical examination.

**Part-Time Class 3 Appointees Sick time Accrual:**

- Sick time earned by part-time Class 3 is prorated according to the percentage of time appointed, and is credited sick time on the same basis as full-time Class 3 employees.

### **Unused & Carryover of Sick time:**

- There is no carryover or credit for prior sick time credited from another State agency or Rutgers into a Class 3 appointment.
- Carryover of sick time is only allowed when the Class 3 employee is reappointed to a subsequent Class 3 or Class 1 appointment.

### **Supervisor Absence Record Certification:**

- The Absence Reporting System (ARS) must also be certified by the appropriate university officer; no employee may certify his or her own sick time in the Absence Reporting System.

### **Special Circumstances:**

- Negative Sick Time Balance: A negative sick time balance may not appear in the ARS at the close of the fiscal year. Department and division heads are required to make salary adjustments in HCM/Payroll for individuals who have exceeded their accumulated sick time or may authorize the employee to charge available vacation time.
- Discontinued Salary: When it is anticipated that an employee's illness will continue for a period of one full week or longer, if eligible, the employee may be placed on an unpaid leave of absence. If eligible, the employee may apply for the [Family Medical Leave Act \(FMLA\)](#) in accordance with [Rutgers Policy 60.3.8](#), and the leave time will run concurrent with all paid or unpaid leaves. After FMLA has been exhausted, contact your HR Consultant for appropriate determination for unpaid leave of absence in accordance with applicable University policies.

**11. Vacation Time:** Class 3 Short-term Appointees **only**. Class 4 employees are not eligible for paid time off.

### **Credited Vacation Time:**

- Class 3 Short-term appointees are credited vacation days at the rate of one (1) day for each calendar month of employment.
- Credited vacation time is available for use on the first day of the following month after it is earned.
- Vacation time earned by part-time Class 3 employees is prorated according to the percentage of time appointed and credited vacation on the same basis as full-time Class 3 employee.
- Employees who are on leaves of absence without salary do not earn vacation time during any full calendar month of absence, except those employees who are on leaves of absence due to injuries occurring in the course of and arising out of employment at Rutgers will continue to earn vacation.

### **Usage of Vacation Time:**

- All credited time must be used by the end of the appointment in which it was earned or it will be forfeited; unused credited vacation time is not payable upon separation or change in appointment classification, except for the last day credited in their last month of employment. See **Carryover of Vacation Time** for more information.
- Vacation must be scheduled at the convenience and discretion of each department according to departmental work requirements. Requests for vacations shall not be unreasonably denied. Any vacation time taken must be recorded in the [Absence Reporting System \(ARS\)](#) as vacation time is used.

- When a university holiday falls within an approved vacation period, it is not counted as a vacation day.
- If an employee becomes ill or injured for five or more days while on vacation, the employee may request that the portion of vacation during which he or she was ill be charged to sick leave instead of vacation provided that the employee submits acceptable evidence of illness or injury.

**Borrowing of Time:**

- An employee is not allowed to “borrow” vacation time in anticipation of future accruals. Vacation time must be credited before it can be used.

**Carryover of Vacation Time:**

- Class 3 employees may not carryover credited and unused vacation time from their current appointment to the next, except for the last day credited in their last month of employment. Class 3 employees may either carryover the one (1) day earned in their last month of their current appointment, into a subsequent benefits eligible appointment within the University, as long as there is no break in service. Or, the employee can receive payout of the one (1) day for termination of employment.
- Any additional vacation time credited and unused will be forfeited.

**Supervisor Absence Record Certification:**

- The [Absence Reporting System \(ARS\)](#) must also be certified by the appropriate university officer; no employee may certify his or her own Vacation Allowance Carryover in the Absence Reporting System.

**Separation from the University:**

- Resignation or Termination: Payment may be made for the last day credited in the last month of employment for up to one (1) day for unused vacation at the time of separation from University employment.
- Death of Employee: Payment may be authorized for unused vacation time of a deceased Class 3 employee. Such payment shall be for any credited unused vacation.

12. **[Additional Contributions Tax-Sheltered Programs \(ACTS\):](#)** ACTS is a voluntary contribution program, allowing an employee to tax shelter a portion of their salary from federal income taxes while saving for retirement.
13. **[Employee Discounts:](#)** As a benefit of employment with the University, Class 3 and Class 4 employees have access to discounts from thousands of local and national vendors. Rutgers University Employee Discount Program is provided by Abenity (<http://www.abenity.com/Rutgers>).
14. **[Faculty and Staff Assistance Program:](#)** Offers counseling and referral services to University employees.
15. **[Flexible Spending Accounts:](#)** These plans are voluntary to those eligible and allow employees to set aside pre-tax dollars to pay for eligible medical, prescription drug and dental expenses not covered by insurance for employees and their covered dependents and dependent child care expenses.

16. **Library Privileges (Policy 60.2.4):** Class 3 and Class 4 employees may borrow books from the University Libraries in accordance with the applicable lending procedures.
17. **Long Term Care:** Is a voluntary program administered by Prudential and covers a broad range of services for anyone who has lost the ability to function independently. The cost is determined by your age at the time of enrollment. Application is made directly through Prudential.
18. **Long-Term Disability:** Administered by UNUM, with eligibility requirements in accordance with LTD benefits plan.
19. **Mass Transit Commutation Reimbursement Program:** Allows eligible employees to set aside pretax money (amount index annually) from each paycheck to pay for eligible mass transit expenses. Claims may be submitted for reimbursement using pretax money from the employee's account.
20. **State Employees' Deferred Compensation Plan (NJSEDCP) "457":** NJSEDCP is a voluntary contribution program, allowing an employee to tax shelter a portion of their salary from federal income taxes while saving for retirement.
21. **Short-Term Disability:** Administered by the Division of Temporary Disability Insurance. Eligibility for coverage is pursuant to State disability laws.
22. **Supplemental Annuity Collective Trust (SACT):** SACT is a voluntary contribution program, allowing an employee to tax shelter a portion of their salary from federal income taxes while saving for retirement.
23. **Telecommuting (Policy 60.4.11):** Telecommuting is a privilege that may be granted under appropriate circumstances and - are deemed suited for such an arrangement, including the suitability of their positions. Contact your HR Consultant/Representative to discuss your particular situation.
24. **Voluntary Tax-Deferred Savings Plan 403(b):** IRC Section 403(b) is a voluntary contribution program, allowing an employee to tax shelter a portion of their salary from federal income taxes while saving for retirement.
25. **Workers Compensation (Policy 40.3.1):** Employees, who are injured or become ill on the job due to their work related activities, must immediately notify their supervisor of their injury or illness. If medical treatment is required, employees must use the services at the Occupational Health Department at the Hurtado Health Center. Employees in Camden and Newark campuses must go to their respective Student Health Center for treatment.

Although Class 3 & Class 4 employees are not eligible for "I" or injury time, they may be eligible for payment under the statutorily required Temporary Total Disability (TTD) Salary Continuance Benefit by the Rutgers Workers Compensation Administrator based on the State Average Weekly Rate. See the Department of Risk Management and Insurance for Faculty and Staff Resources website for more information: <http://riskmanagement.rutgers.edu/facstaff.html?SID=6dd8561b1eac448faea91d8bbfc61385>.

## **Fringe Benefits Rates**

All units are responsible for the applicable [fringe benefits rates](#) for all Class 3 and Class 4 employees. The fringe benefit rate for Class 3 positions will be the same as that applicable to regular Class 1 grant-funded positions. The fringe benefit rate for Class 4 employees will be equal to the FICA tax rate. Please contact the Division of Grant and Contract Accounting for further information.

# CONTACTS AND RESOURCES

## Contacts:

- University Human Resources, New Brunswick  
[HR Consultants](#)  
848-932-3020  
<http://uhr.rutgers.edu/>
- Office of Labor Relations, New Brunswick  
848-932-3020  
<http://uhr.rutgers.edu/misc/ContactUsLR.htm>
- Benefits Office , University Human Resources, New Brunswick  
848-932-3990  
848-932-3020  
<http://uhr.rutgers.edu/misc/ContactUsBenefitsOp.htm>
- Camden Human Resources  
856-225-6475  
<http://hr.camden.rutgers.edu/>
- Newark Human Resources  
973-353-5500  
<http://hr.newark.rutgers.edu/>

## Resources:

[Class 3 and Class 4 Employees Website](#)

[RIAS HCM/Payroll \(PeopleSoft\)](#)

[Applicant Tracking System \(ATS\)](#)

[Absence Record System \(ARS\)](#)

[UHR Policy Library – Related Policies](#)

- Class 3 and Class 4 Employment Policy; Section 60.1.5
- Bereavement Leave 60.3.4
- Holidays 60.3.11
- Jury Duty 60.3.12
- Library Facilities – Use of 60.2.4
- Military 60.3.13
- Employment of Relatives 60.1.1
- Worker’s Compensation 40.3.1



## **APPENDIX I: Generic Job Titles/Job Descriptions/Job Codes**

A: Class 3 Short-term Temporary

B: Class 4 Casual

C: Class 4 Seasonal

## A. Class 3 Short-term Temporary – Generic Job Titles, Descriptions & Job Codes

Class 3 Job Code	Generic Job Title	Generic Job Description	Job Requirements
<b>03330</b> <b>Salaried</b> <b>Non-Exempt</b>	<b>Clerical Assistant</b>	Under general guidance and direction, provides general clerical/office or library support to unit management such as filing, opening mail; word processing; receptionist duties; basic bookkeeping, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, and basic computer programs. May sort and check out library materials and process books and periodicals. Duties vary widely by department.	For entry-level positions: High school diploma or equivalent.  For all other positions: High school diploma or equivalent, and/or up to 4 years of relevant office, clerical, bookkeeping, library assistant or related experience depending on duties to be performed. An equivalent combination of education and/or experience may be substituted for the experience requirement.
<b>03331</b> <b>Salaried</b> <b>Non-Exempt</b>	<b>Laboratory/ Technical Assistant</b>	Under general guidance and direction, provides basic level laboratory and/or technical support duties involving the application of scientific research methods and techniques. Performs multistage purifications, other assays, and tests; propagates specimens and cell cultures; prepares tissues, chemicals, and/or living subjects for testing and performs related duties as assigned. May perform other technical support duties in disciplines such as engineering, or information technology.	Requires a bachelor's degree in a scientific/technical discipline, or an equivalent combination of education and/or relevant laboratory technician or research study experience carrying out research protocols and tests, or other technical work may be substituted for the degree.
<b>03332</b> <b>Salaried</b> <b>Non-Exempt</b>	<b>Service/ Maintenance Worker</b>	Under general guidance and direction, provides maintenance/service duties of routine general maintenance, custodial, grounds, services to clean repair and maintain University facilities, grounds, furnishings and equipment. May perform duties such as dining/cooking, security, transportation, parking duties or other similar work. May perform group leading duties.	For entry-level positions, no experience is required.  For all other positions, requires a high school/vocational school education or equivalent experience depending on the duties to be performed, in general custodial/maintenance/repair work including plumbing, electrical and/or carpentry areas; security; cooking; transportation; or other related experience. May also require a valid driver's license and two years driving experience.
<b>03333</b> <b>Salaried</b> <b>Non-Exempt</b>	<b>Unit Administrator/ Specialist</b>	Provides support to unit management by organizing and coordinating daily unit operations. Coordinates the administration of programs, projects, and/or processes. Prioritizes work, resolves routine conflicts and issues, prepares and implements administrative guidelines and procedures, and provides oversight and facilitation. Provides routine and non-routine information and explanations to clients. May create informational materials; provide supporting research, analysis, and proposal data; prepares, processes, and controls records, statistics, reports, and document. May schedule, arrange and coordinate design and logistics for events and meetings; and completes other work assigned. May perform duties in functions such as accounting or information technology.	Requires a bachelor's degree in a related field, or an equivalent combination of education and/or experience. Requires up to two years relevant experience in an administrative function, good communication and interpersonal skills, and computer literacy.
<b>03334</b> <b>Salaried</b> <b>Exempt</b>	<b>Professional/ Research/Manager</b>	Provides overall management and supervision of the daily operations, staff and performance of a complex academic, research, operational, or administrative university unit. Ensures accurate and timely processing of requests and actions, and professional service to clients. Develops, restructures, and supervises the implementation of procedures and processes. May provide oversight, facilitation, and supervision of academic support and policy interpretation; purchasing, personnel, space and facilities planning; major event design, promotion, and implementation; and may oversee business processes. Performs seasoned professional-level work that requires specialized to general knowledge.  - OR -  Provides professional, research or technical management of assigned duties and assures that program(s) proceed as planned. Communicates and collaborates with numerous individuals to maintain involvement in all facets of the project; accountable for major project decisions, protocols, metrics, and client satisfaction. Demonstrates leadership role in forming and maintaining productive working relationships. May manage professional and paraprofessional staff and motivate groups to implement the strategy of the organization. Develops procedures for reporting and is responsible for protocol development and/or approvals. May be recognized as a subject matter expert and acts as a consultant to faculty or staff.	Requires a bachelor's degree in a related field, or an equivalent combination of education and/or experience. Also requires a minimum of three to five years of relevant professional experience in an administrative and/or supervisory function, excellent communication skills, and computer literacy.  - OR -  Requires a bachelor's degree or an equivalent combination of education/experience in the discipline. A master's degree in a specialized discipline may be required, particularly in research, project management or managerial positions. Also requires a minimum of five years experience and/or increasing functional responsibility in a leadership/managerial role. With a master's degree requirement, a minimum of three years of related experience is acceptable. Excellent communication skills and computer literacy.

## B. Class 4 Casual – Generic Job Titles, Descriptions & Job Codes

Class 4 Casual Job Code	Generic Job Title	Generic Job Description	Job Requirements
04440 Hourly	Clerical Assistant Casual	Under general guidance and direction, provides general clerical/ office or library support to unit management such as filing, opening mail; word processing; receptionist duties; basic bookkeeping, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, and basic computer programs. May sort and check out library materials and process books and periodicals. Duties vary widely by department.	For entry-level positions: High school diploma or equivalent.  For all other positions: High school diploma or equivalent, and/or up to 4 years of relevant office, clerical, bookkeeping, library assistant or related experience depending on duties to be performed. An equivalent combination of education and/or experience may be substituted for the experience requirement.
04441 Hourly	Laboratory/ Technical Assistant Casual	Under general guidance and direction, provides basic level laboratory and/or technical support duties involving the application of scientific research methods and techniques. Performs multistage purifications, other assays, and tests; propagates specimens and cell cultures; prepares tissues, chemicals, and/or living subjects for testing and performs related duties as assigned. May perform other technical support duties in disciplines such as engineering, or information technology.	Requires a bachelor's degree in a scientific/technical discipline, or an equivalent combination of education and/or relevant laboratory technician or research study experience carrying out research protocols and tests, or other technical work may be substituted for the degree.
04442 Hourly	Service/ Maintenance Worker Casual	Under general guidance and direction, provides maintenance/ service duties of routine general maintenance, custodial, grounds, services to clean repair and maintain University facilities, grounds, furnishings and equipment. May perform duties such as dining/cooking, security, transportation, parking duties or other similar work. May perform group leading duties.	For entry-level positions, no experience is required.  For all other positions, requires a high school/vocational school education or equivalent experience depending on the duties to be performed, in general custodial/maintenance/repair work including plumbing, electrical and/or carpentry areas; security; cooking; transportation; or other related experience. May also require a valid driver's license and two years driving experience.
04443 Hourly	Unit Administrator/ Specialist Casual	Provides support to unit management by organizing and coordinating daily unit operations. Coordinates the administration of programs, projects, and/or processes. Prioritizes work, resolves routine conflicts and issues, prepares and implements administrative guidelines and procedures, and provides oversight and facilitation. Provides routine and non-routine information and explanations to clients. May create informational materials; provide supporting research, analysis, and proposal data; prepares, processes, and controls records, statistics, reports, and document. May schedule, arrange and coordinate design and logistics for events and meetings; and completes other work assigned. May perform duties in functions such as accounting or information technology.	Requires a bachelor's degree in a related field, or an equivalent combination of education and/or experience. Requires up to two years relevant experience in an administrative function, good communication and interpersonal skills, and computer literacy.
04444 Hourly	Professional/ Research/ Manager Casual	Provides overall management and supervision of the daily operations, staff and performance of a complex academic, research, operational, or administrative university unit. Ensures accurate and timely processing of requests and actions, and professional service to clients. Develops, restructures, and supervises the implementation of procedures and processes. May provide oversight, facilitation, and supervision of academic support and policy interpretation; purchasing, personnel, space and facilities planning; major event design, promotion, and implementation; and may oversee business processes. Performs seasoned professional-level work that requires specialized to general knowledge.  - OR -  Provides professional, research or technical management of assigned duties and assures that program(s) proceed as planned. Communicates and collaborates with numerous individuals to maintain involvement in all facets of the project; accountable for major project decisions, protocols, metrics, and client satisfaction. Demonstrates leadership role in forming and maintaining productive working relationships. May manage professional and paraprofessional staff and motivate groups to implement the strategy of the organization. Develops procedures for reporting and is responsible for protocol development and/or approvals. May be recognized as a subject matter expert and acts as a consultant to faculty or staff.	Requires a bachelor's degree in a related field, or an equivalent combination of education and/or experience. Also requires a minimum of three to five years of relevant professional experience in an administrative and/or supervisory function, excellent communication skills, and computer literacy.  - OR -  Requires a bachelor's degree or an equivalent combination of education/experience in the discipline. A master's degree in a specialized discipline may be required, particularly in research, project management or managerial positions. Also requires a minimum of five years experience and/or increasing functional responsibility in a leadership/managerial role. With a master's degree requirement, a minimum of three years of related experience is acceptable. Excellent communication skills and computer literacy.

### C. Class 4 Seasonal – Generic Job Titles, Descriptions & Job Codes

Class 4 Seasonal Job Code	Generic Job Title	Generic Job Description	Job Requirements
<b>04610 Hourly</b>	<b>Clerical Assistant Seasonal</b>	Under general guidance and direction, provides general clerical/ office or library support to unit management such as filing, opening mail; word processing; receptionist duties; basic bookkeeping, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, and basic computer programs. May sort and check out library materials and process books and periodicals. Duties vary widely by department.	For entry-level positions: High school diploma or equivalent.  For all other positions: High school diploma or equivalent, and/or up to 4 years of relevant office, clerical, bookkeeping, library assistant or related experience depending on duties to be performed. An equivalent combination of education and/or experience may be substituted for the experience requirement.
<b>04620 Hourly</b>	<b>Laboratory/ Technical Assistant Seasonal</b>	Under general guidance and direction, provides basic level laboratory and/or technical support duties involving the application of scientific research methods and techniques. Performs multistage purifications, other assays, and tests; propagates specimens and cell cultures; prepares tissues, chemicals, and/or living subjects for testing and performs related duties as assigned. May perform other technical support duties in disciplines such as engineering, or information technology.	Requires a bachelor's degree in a scientific /technical discipline, or an equivalent combination of education and/or relevant laboratory technician or research study experience carrying out research protocols and tests, or other technical work may be substituted for the degree.
<b>04630 Hourly</b>	<b>Service/ Maintenance Worker Seasonal</b>	Under general guidance and direction, provides maintenance/ service duties of routine general maintenance, custodial, grounds, services to clean repair and maintain University facilities, grounds, furnishings and equipment. May perform duties such as dining/cooking, security, transportation, parking duties or other similar work. May perform group leading duties.	For entry-level positions, no experience is required.  For all other positions, requires a high school/vocational school education or equivalent experience depending on the duties to be performed, in general custodial/maintenance/repair work including plumbing, electrical and/or carpentry areas; security; cooking; transportation; or other related experience. May also require a valid driver's license and two years driving experience.
<b>04640 Hourly</b>	<b>Unit Administrator/ Specialist Seasonal</b>	Provides support to unit management by organizing and coordinating daily unit operations. Coordinates the administration of programs, projects, and/or processes. Prioritizes work, resolves routine conflicts and issues, prepares and implements administrative guidelines and procedures, and provides oversight and facilitation. Provides routine and non-routine information and explanations to clients. May create informational materials; provide supporting research, analysis, and proposal data; prepares, processes, and controls records, statistics, reports, and document. May schedule, arrange and coordinate design and logistics for events and meetings; and completes other work assigned. May perform duties in functions such as accounting or information technology.	Requires a bachelor's degree in a related field, or an equivalent combination of education and/or experience. Requires up to two years relevant experience in an administrative function, good communication and interpersonal skills, and computer literacy.
<b>04650 Hourly</b>	<b>Professional/ Research/ Manager Seasonal</b>	Provides overall management and supervision of the daily operations, staff and performance of a complex academic, research, operational, or administrative university unit. Ensures accurate and timely processing of requests and actions, and professional service to clients. Develops, restructures, and supervises the implementation of procedures and processes. May provide oversight, facilitation, and supervision of academic support and policy interpretation; purchasing, personnel, space and facilities planning; major event design, promotion, and implementation; and may oversee business processes. Performs seasoned professional-level work that requires specialized to general knowledge.  - OR -  Provides professional, research or technical management of assigned duties and assures that program(s) proceed as planned. Communicates and collaborates with numerous individuals to maintain involvement in all facets of the project; accountable for major project decisions, protocols, metrics, and client satisfaction. Demonstrates leadership role in forming and maintaining productive working relationships. May manage professional and paraprofessional staff and motivate groups to implement the strategy of the organization. Develops procedures for reporting and is responsible for protocol development and/or approvals. May be recognized as a subject matter expert and acts as a consultant to faculty or staff.	Requires a bachelor's degree in a related field, or an equivalent combination of education and/or experience. Also requires a minimum of three to five years of relevant professional experience in an administrative and/or supervisory function, excellent communication skills, and computer literacy.  - OR -  Requires a bachelor's degree or an equivalent combination of education/experience in the discipline. A master's degree in a specialized discipline may be required, particularly in research, project management or managerial positions. Also requires a minimum of five years experience and/or increasing functional responsibility in a leadership/managerial role. With a master's degree requirement, a minimum of three years of related experience is acceptable. Excellent communication skills and computer literacy.

## **APPENDIX II: Classification and Recruitment Forms (CARF)**

A: Class 3 Classification and Recruitment Form (C3 CARF)

B: Class 4 Classification and Recruitment Form (C4 CARF)

C: Class 1 Classification and Recruitment Form (CARF)

## A. Class 3 Classification and Recruitment Form

Complete the *Class 3 Classification and Recruitment Form (C3 CARF)* and submit with department organization chart to the Applicant Tracking System (ATS) for Class 3 Short-term Temporary Appointments. Refer to Class 3 and Class 4 Employment Guidelines and website.

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Select Status:      New Hire:                       Change in Job Duties (Reclassification):

Current Job Code & Title:                      Proposed Job Code & Title:

---

**1. Position Summary**

Provide a brief summary that expresses the primary role or reason the job exists.

---

**2. Job Description**

Briefly list and describe **in order of importance**, the key duties for this position. For each key duty state in a few words:

- What are the expected outcomes
- How are the key duties performed

Please identify the percent of time spent on each.

% 1.

% 2.

% 3.

---

**3. Education, Experience, Skills, and Special Conditions:**

Please state the minimum level of education, experience, licenses, certifications, specialized training, additional skills, abilities, physical, environmental, or special conditions required to successfully perform the key duties for the position.

---

**4. Define this position's supervisory responsibilities:**

- Has supervisory responsibilities for regular or temporary employees. Makes and/or recommends final hiring and firing decisions and takes disciplinary actions. **Please provide the following:**

**Payroll Title of Employee(s) Supervised**

**No. of Employees**

- Leads and/or provides work direction, training and/or technical assistance to lower level regular, temporary and/or student employees.  
 Does not have supervisory or management responsibility.
- 

The individual identified below is the supervisor or manager of the person whose position is described above. The individual below has approved submission of this form and certifies that the information in this document is accurate and complete.

Name:                      Title:                      Date:

## B. Class 4 Classification and Recruitment Form

Complete the *Class 4 Classification and Recruitment Form (C4 CARF)* and submit with department organization chart to the Applicant Tracking System (ATS) for Class 4 Casual or Seasonal Appointments.

SECTION 1: APPOINTMENT TYPE			
<b>Select Appointment Type:</b> <input type="checkbox"/> Class 4 Casual <input type="checkbox"/> Class 4 Seasonal*  <small>*Must have 3 months continuous break in service for seasonal reappointments</small>		<b>Select Status:</b> <input type="checkbox"/> New Hire <input type="checkbox"/> Change in Job Duties (Reclassification)	
SECTION 2: APPOINTMENT DETAILS			
Department Name:		Department I.D.:	Campus:
Hourly rate: Min:            Max:	Hours per week:	Length of Appointment:	Date Needed:
<b>Choose the Job Code that most closely reflects the job functions to be performed by this position:</b> Please refer to the <i>Class 3 and Class 4 Employment Guidelines</i> for Class 4 New Hire process and Generic Job Titles, Descriptions, and Job Codes. Please note the following job codes are <b>nonexempt</b> hourly positions only.			
<b>Class 4 Casual Job Code:</b>  <input type="checkbox"/> 04440 – Clerical Assistant Casual  <input type="checkbox"/> 04441 – Laboratory/Technical Assistant Casual  <input type="checkbox"/> 04442 – Service/Maintenance Worker Casual  <input type="checkbox"/> 04443 – Unit Administrator/Specialist Casual  <input type="checkbox"/> 04444 – Professional/Research/Manager Casual		<b>Class 4 Seasonal Job Code:</b>  <input type="checkbox"/> 04610 – Clerical Assistant Seasonal  <input type="checkbox"/> 04620 – Laboratory/Technical Assistant Seasonal  <input type="checkbox"/> 04630 – Service/Maintenance Worker Seasonal  <input type="checkbox"/> 04640 – Unit Administrator/Specialist Seasonal  <input type="checkbox"/> 04650 – Professional/Research/Manager Seasonal	
SECTION 3: ADDITIONAL DUTIES/SPECIAL CONDITIONS			
Job Duties:			
Job Requirements:			

The individual identified below is the supervisor or manager of the person whose position is described above. The individual below has approved submission of this form and certifies that the information in this document is accurate and complete.

Name:            Title:            Date:

## C. Class 1 Classification and Recruitment Form

### Instructions for Submitting via Applicant Tracking System (ATS)

The Classification and Recruitment form (CARF) is submitted to initiate the recruitment and/or classification process for all staff position requests at the university. **Please attach the completed form with the current and previous organization charts as indicated in ATS.**

**To fill a vacant COLT/888 position that does not need to be classified (the key duties of the job have not changed), complete:**

#### COLT/888

**Vacancy** Simply enter the job class code of the vacancy when you submit your request. You do NOT need to complete the CARF.

**To classify, reclassify or fill a position (whether it is new, vacant, or encumbered), complete:**

- Section 1 Job description and requirements section. Please attach a current organization chart.
- Section 2 Position supervisory responsibilities section. Must be completed for administrative (URA-AFT), and managerial, professional, supervisory and confidential (MPSC) positions. **Please contact your Human Resources Representative for job class code and/or title information.**
- Section 3 Position detail section. The questions cover many different types of positions across the university. If a particular question is not relevant to the position under review, please indicate N/A (not applicable). **The certification at the end of section 3 must be completed.**
- Section 4 Business/Accounting addendum. (ONLY FOR BUSINESS, ACCOUNTING AND FINANCIAL POSITIONS).
- Section 5 Information Technology addendum. (ONLY FOR INFORMATION TECHNOLOGY POSITIONS).



## Classification & Recruitment Form

Current Title & Grade:

Proposed Title & Grade:

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### SECTION 1 - JOB DESCRIPTION AND REQUIREMENTS

**1. Position Summary**

Provide a brief summary that expresses the primary role or reason the job exists.

---

**2. Job Description**

Briefly list and describe ***in order of importance***, the key duties for this position. For each key duty state in a few words:

- What are the expected outcomes
- How are the key duties performed

Please identify the percent of time spent on each.

% 1.

% 2.

% 3.

% 4.

% 5.

% 6.

% 7.

100%

---

**3. Education, Experience, Skills, and Special Conditions:**

Please state the minimum level of education, experience, licenses, certifications, specialized training, additional skills, abilities, physical, environmental, or special conditions required to successfully perform the key duties for the position.

*If this position requires advanced knowledge in a particular field or an advanced degree in a specific field of study in order to perform the functions, please describe in detail the requirements and why it is required.*

**4. Education, Experience, Skills, and Special Conditions:**

Please state any education, experience, certification, licenses, knowledge, skills, or abilities that are not essential to the position but are preferred.

SECTION 2 – POSITION SUPERVISORY RESPONSIBILITIES

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5. Define this position's supervisory responsibilities:

- Has supervisory responsibilities for permanent employees. Makes and/or recommends final hiring and firing decisions and takes disciplinary actions.

For reclassifications of a position where the incumbent is supervising a URA-AFT member, has the incumbent ever exercised his/her authority to hire, fire, or discipline one of the subordinates listed below?

- Yes. If yes, please provide supporting documentation to Human Resources that demonstrates the exercise of this authority.
- No

Please provide the following information for all employees directly reporting into this position.

<u>Payroll Title of Employee(s) Supervised</u>	<u>Job Class Code</u>	<u>No. of Employees</u>
--	-----------------------	-------------------------

- Leads and/or provides work direction, training and/or technical assistance to lower level permanent employees, and/or temporary, student and/or consultant employees.
- Does not have supervisory or management responsibility.

**SECTION 3 – POSITION DETAIL**

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6. If the position manages or directs one or more function(s), please describe the scope of operations, the number of people, and the annual operating budget.
  
7. How will this position exercise discretion or independent judgment when making decisions? Please explain what authority and accountability will be required in performing the key duties of this position.
  
8. Does this position develop and/or implement new procedures or controls? Please explain and list specific examples of the processes that this position develops/implements and identify whether the procedures govern the immediate work unit, department, center, school, campus, or university?
  
9. What is this position’s accountability for organizational and/or strategic planning? Please explain and list specific examples.
  
10. Is this position responsible for analyzing information and data and/or preparing reports? Describe the type of information or data analyses performed and the purpose, use, and recipients of reports.
  
11. List and describe the most complex issues or problems this position is accountable for delivering expected results. Include situations that are a constant challenge and which require judgment and time to consider alternatives before decisions or resolution can be rendered. Following each situation, indicate whether this position makes the final decision (D) or makes recommendations (R).
  
12. Please identify, quantify, and describe the equipment, software, and specialized materials the position regularly uses or supports in the performance of its functions. *IT positions: please complete section 5- IT addendum.*
  
13. Please provide any other critical job information that has not been covered on this form.

The individual identified below is the supervisor or manager of the person whose position is described above. The individual below has approved submission of this form and certifies that the information in this document is accurate and complete.

Name                      Title

Date

**SECTION 4 – BUSINESS/ACCOUNTING ADDENDUM  
For Business/Accounting/Financial Positions Only**

**14. Please complete the following:**

*Please list the percent of time incumbent is performing job duties or delivering results identified in the following categories:*

<b>Budget Development and/or budget management</b> (includes tracking, analysis, auditing, reallocation)	%
<b>Grant Administration</b> (funds monitoring for appropriateness of expenditures & fiscal compliance)	%
<b>Accounting</b> (e.g. A/R, A/P, J.E.s, charge backs, allocations and account distributions, bookkeeping, cash handling, banking, transfers, reconciliations)	%
<b>Other</b> (Banking, Investing, etc.) Please list:	%
<b>Supervision</b>	%
<b>Personnel /Payroll Administration</b> (e.g., payroll and personnel forms for faculty & staff, tenure/promotion packets, FCP, P4P, SCP, etc.)	%
<b>Other</b> (e.g. space, inventories, purchasing, computers, event coordination, maintenance, renovations, operations, training, public relations, etc.)	%
	<b>100%</b>

*Please provide the information requested below for which the position has primary responsibility:*

	State/Federal Appropriations	Contracts & Grants	Self-support/ Auxiliary	Gifts & Endowments	Capital	Total
<b>Annual Budget:</b>						
Type 1/ Weighted salaries	\$	\$	\$	\$	\$	\$
Non-salaried (and other salary types) costs	\$	\$	\$	\$	\$	\$
<b>Number of:</b> Faculty						
Staff (Type 1)						
<b>Approximate # of Accounts:</b>						

Financial Transactions	Frequency (daily, weekly, etc.)	Prepare	Approve
Budget adjustments		<input type="checkbox"/>	<input type="checkbox"/>
Journal entries		<input type="checkbox"/>	<input type="checkbox"/>
Travel reimbursements		<input type="checkbox"/>	<input type="checkbox"/>
New account forms		<input type="checkbox"/>	<input type="checkbox"/>
Consulting contracts		<input type="checkbox"/>	<input type="checkbox"/>
Cost sharing spreadsheets		<input type="checkbox"/>	<input type="checkbox"/>
Purchase Orders	(enter approval amount level)	\$	<input type="checkbox"/>
Other (List)		<input type="checkbox"/>	<input type="checkbox"/>

Cash Operation Responsibilities	Frequency (daily, weekly, etc.)	Dollar Amount
Cash /Checks/Other		\$



## **APPENDIX III: Letter Templates**

- A: Appointment Letter Template – Class 3 Short-term Temporary
- B: Appointment Letter Template – Class 4 Casual
- C: Appointment Letter Template – Class 4 Seasonal
- D: Reappointment Letter Template – Class 3 Short-term Temporary
- E: Reappointment Letter Template – Class 4 Casual
- F: Reappointment Letter Template – Class 4 Seasonal
- G: Pre-Termination Conference Letter Template – Class 3 and Class 4 Employees
- H: Early Termination Letter Template – Class 3 and Class 4

## A. Appointment Letter Template – Class 3 Short-term Temporary

Copy and paste the text below onto your department’s letterhead.

[Date]

[Name]

[Address]

Dear: [Employee’s name],

On behalf of Rutgers University, I am pleased to offer you this temporary short-term employee appointment. The terms of your employment follow:

**Job Title:**

**Department:**

**Employee Class:** Class 3

**ATS Case Number:**

**Effective Date of Appointment:**

**Appointment End Date:**

**Pay Type:** Salaried

**Annual Rate of Pay:** [Enter annualized salary]

**Job Code:**

**Pension System:**

**Hours Worked Per Week:** [Enter number of hours]

**FLSA Designation:** [Choose one]

Non exempt

This is a non-exempt position which is eligible to receive overtime compensation according to the rules and regulations of the Fair Labor Standards Act (FLSA) beyond 40 hours per week.

Exempt

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and is neither eligible nor entitled to receive overtime compensation. Your workweek and hours of work will be established by your hiring unit and full-time appointments require a minimum coverage of 40 hours per week.

This Class 3 appointment is considered “at-will” and your employment may be terminated with or without cause, at any time at your or the University’s discretion. In accordance with *Policy 60.1.5 – Class 3 and Class 4 Employment*, this appointment may be for a minimum of 20 hours and up to 40 hours per week, and such appointments that are non-exempt are eligible for overtime compensation for hours worked beyond 40 per week; it may extend up to 1 year of continuous service in the same appointment, and be renewed up to a maximum of another 1-year term. However, your temporary appointment may end prior to the appointment end date at your supervisor’s discretion. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to Class 3 employees, as they may be amended from time to time. Nothing in this letter supersedes applicable university regulations, policies, and procedures. You may access the *Class 3 and Class 4 Employment Policy and Guidelines* at the University Human Resources website at <http://uhr.rutgers.edu/Class3andClass4> to review information related to your employment.

In addition, your employment may be contingent on a background verification and/or successful completion of a medical examination.

The Immigration Reform and Control Act of 1986 requires us to certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) is an online process, and all new employees must present the required documents to your employing department, in person, within three days of your employment start date.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. E-Verify compares information from your Form I-9 to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Temporary Non-Confirmation (TNC)” of your eligibility for this job, you will be notified by your employing unit and given the opportunity to respond to USCIS within the required timeframe. If subsequent to a TNC on your case the E-Verify system gives Rutgers a “Final Non-Confirmation (FNC)” of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>.

Pursuant to N.J.S.A. 34:1A-1.11 et seq. we are providing information for your review concerning the *Employer Obligation to Maintain and Report Records* regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at: <http://uhr.rutgers.edu/ee/noticepostings.htm>.

In addition, as a Rutgers employee you are required to review the Rutgers Code of Ethics and the Rutgers Plain Language Guide to Fundamental Ethics and Conflicts Rules which may be accessed at <http://ethicsru.rutgers.edu/>. Print and sign the Receipt and Acknowledgment of the Rutgers Code of Ethics form available at the University Human Resources website at <http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf>.

I am delighted you will be joining our staff. Please arrive at [time] on [start date] at [Complete as appropriate: Department, room number, building, campus, parking arrangements, etc.]. If you have any questions, please feel free to call me at [telephone number].

Sincerely,

[Name & Title of Hiring Authority]

C: (If Necessary)

Please sign and return this letter to [Name and Address] indicating your acceptance of the above terms and receipt of enclosed materials by [Date]. A copy is enclosed for your record. Also, you should return the signed Receipt and Acknowledgement of the Rutgers Code of Ethics to the Ethics Liaison Officer & Compliance Manager at the Office of the Vice President and General Counsel, Winants Hall, 7 College Avenue, New Brunswick, NJ 08901. Your appointment cannot begin until you have signed and returned this letter and the Receipt and Acknowledgment Form.

SIGNATURE:

DATE:



## B. Appointment Letter Template – Class 4 Casual

Copy and paste the text below onto your department’s letterhead

[Date]

[Name]

[Address]

Dear: [Employee’s name],

On behalf of Rutgers University, I am pleased to offer you a casual employee appointment. The terms of your employment follow:

**Job Title:**

**Department:**

**Employee Class:** Class 4 – Casual

**ATS Case Number:**

**Effective Date of Appointment:**

**Appointment End Date:**

**Pay Type:** Hourly

**Pay Rate:** [Enter hourly rate]

**Job Code:**

**Hours Worked Per Week:** [Enter number of hours – Limited to less than 20 hours per week in accordance with Class 3 and Class 4 Employment Policy - 60.1.5]

**FLSA Designation:** This is a non-exempt position which is eligible to receive overtime compensation according to the rules and regulations of the Fair Labor Standards Act (FLSA). However, Rutgers policy restricts the Class 4 appointment to less than 20 hours per week; therefore, you are prohibited from working beyond the less than 20 hour per week limit.

This Class 4 - Casual appointment is considered “at-will” and your employment may be terminated with or without cause, at any time at your or the University’s discretion. In accordance with *Policy 60.1.5 – Class 3 and Class 4 Employment*, this appointment is limited to less than 20 hours worked per week; it may extend up to 1 year of continuous service in the same appointment and may be renewable for another 1-year term. However, your temporary appointment may end prior to the appointment end date at your supervisor’s discretion. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to Class 4 employees, as they may be amended from time to time. Nothing in this letter supersedes applicable university regulations, policies, and procedures. You may access the *Class 3 and Class 4 Employment Policy and Guidelines* at the University Human Resources website at <http://uhr.rutgers.edu/Class3andClass4> to review information related to your employment.

In addition, your employment may be contingent on a background verification and/or successful completion of a medical examination.

The Immigration Reform and Control Act of 1986 requires us to certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) is an online process, and all new employees must present the required documents to your employing department, in person, within three days of your employment start date.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. E-Verify compares information from your Form I-9 to data from U.S. Department

of Homeland Security and Social Security Administration records to confirm employment eligibility. In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Temporary Non-Confirmation (TNC)” of your eligibility for this job, you will be notified by your employing unit and given the opportunity to respond to USCIS within the required timeframe. If subsequent to a TNC on your case the E-Verify system gives Rutgers a “Final Non-Confirmation (FNC)” of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>.

Pursuant to N.J.S.A. 34:1A-1.11 et seq. we are providing information for your review concerning the *Employer Obligation to Maintain and Report Records* regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at: <http://uhr.rutgers.edu/ee/noticepostings.htm>.

In addition, as a Rutgers employee you are required to review the Rutgers Code of Ethics and the Rutgers Plain Language Guide to Fundamental Ethics and Conflicts Rules which may be accessed at <http://ethicsru.rutgers.edu/>. Print and sign the Receipt and Acknowledgment of the Rutgers Code of Ethics form available at the University Human Resources website at <http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf>.

I am delighted you will be joining our staff. Please arrive at [time] on [start date] at [Complete as appropriate: Department, room number, building, campus, parking arrangements, etc.]. If you have any questions, please feel free to call me at [telephone number].

Sincerely,

[Name & Title of Hiring Authority]

C: (If Necessary)

Please sign and return this letter to [Name and Address] indicating your acceptance of the above terms and receipt of enclosed materials by [Date]. A copy is enclosed for your record. Also, you should return the signed Receipt and Acknowledgement of the Rutgers Code of Ethics to the Ethics Liaison Officer & Compliance Manager at the Office of the Vice President and General Counsel, Winants Hall, 7 College Avenue, New Brunswick, NJ 08901. Your appointment cannot begin until you have signed and returned this letter and the Receipt and Acknowledgment Form.

SIGNATURE:

DATE:

### C. Appointment Letter Template – Class 4 Seasonal

Copy and paste the text below onto your department’s letterhead

[Date]

[Name]

[Address]

Dear: [Employee’s name],

On behalf of Rutgers University, I am pleased to offer you a seasonal employee appointment. The terms of your employment follow:

**Job Title:**

**Department:**

**Employee Class:** Class 4 - Seasonal

**ATS Case Number:**

**Effective Date of Appointment:**

**Appointment End Date:**

**Pay Type:** Hourly

**Pay Rate:** [Enter hourly rate]

**Job Code:**

**Hours Worked Per Week:** [Enter number of hours to be worked per week in accordance with Class 3 and Class 4 Employment Policy - 60.1.5]

**FLSA Designation:** This is a non-exempt position which is eligible to receive overtime compensation for hours worked above 40 hours per workweek according to the rules and regulations of the Fair Labor Standards Act (FLSA).

This Class 4-Seasonal appointment is considered “at-will” and your employment may be terminated with or without cause, at any time at your or the University’s discretion. In accordance with *Policy 60.1.5 – Class 3 and Class 4 Employment*, this appointment may be full-time or part-time based on a 40 hour workweek and is eligible for overtime compensation for hours worked beyond 40 per week; it may extend up to 6 months of continuous service in the same appointment; and may be renewed after a break in service of at least three (3) continuous months. However, your temporary appointment may end prior to the appointment end date at your supervisor’s discretion. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to Class 4 employees, as they may be amended from time to time. Nothing in this letter supersedes applicable university regulations, policies, and procedures. You may access the *Class 3 and Class 4 Employment Policy and Guidelines* at the University Human Resources website at <http://uhr.rutgers.edu/Class3andClass4> to review information related to your employment.

In addition, your employment may be contingent on a background verification and/or successful completion of a medical examination.

The Immigration Reform and Control Act of 1986 requires us to certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) is an online process, and all new employees must present the required documents to your employing department, in person, within three days of your employment start date.

In addition to the Form I-9, all new employees are required to have their employment eligibility verified through government databases using E-Verify. E-Verify compares information from your Form I-9 to data from U.S. Department

of Homeland Security and Social Security Administration records to confirm employment eligibility. In the event that the E-Verify system of the U.S. Citizenship and Immigration Services (USCIS) gives Rutgers a “Temporary Non-Confirmation (TNC)” of your eligibility for this job, you will be notified by your employing unit and given the opportunity to respond to USCIS within the required timeframe. If subsequent to a TNC on your case the E-Verify system gives Rutgers a “Final Non-Confirmation (FNC)” of your eligibility for the job, your employment in this position will be subject to immediate termination as required by USCIS regulations. For information on the Form I-9, E-Verify and the list of acceptable documents, please visit the U.S. Citizenship and Immigration Service website: <http://www.uscis.gov/portal/site/uscis>.

Pursuant to N.J.S.A. 34:1A-1.11 et seq. we are providing information for your review concerning the *Employer Obligation to Maintain and Report Records* regarding wages, benefits, taxes and other contributions and assessments. You may access this information from the University Human Resources website at: <http://uhr.rutgers.edu/ee/noticepostings.htm>.

In addition, as a Rutgers employee you are required to review the Rutgers Code of Ethics and the Rutgers Plain Language Guide to Fundamental Ethics and Conflicts Rules which may be accessed at <http://ethicsru.rutgers.edu/>. Print and sign the Receipt and Acknowledgment of the Rutgers Code of Ethics form available at the University Human Resources website at <http://ethicsru.rutgers.edu/documents/ReceiptForm.pdf>.

I am delighted you will be joining our staff. Please arrive at [time] on [start date] at [Complete as appropriate: Department, room number, building, campus, parking arrangements, etc.]. If you have any questions, please feel free to call me at [telephone number].

Sincerely,

[Name & Title of Hiring Authority]

C: (If Necessary)

Please sign and return this letter to [Name and Address] indicating your acceptance of the above terms and receipt of enclosed materials by [Date]. A copy is enclosed for your record. Also, you should return the signed Receipt and Acknowledgement of the Rutgers Code of Ethics to the Ethics Liaison Officer & Compliance Manager at the Office of the Vice President and General Counsel, Winants Hall, 7 College Avenue, New Brunswick, NJ 08901. Your appointment cannot begin until you have signed and returned this letter and the Receipt and Acknowledgment Form.

SIGNATURE:

DATE:

## D. Reappointment Letter Template – Class 3 Short-term Temporary

Copy and paste the text below onto your department’s letterhead.

[Date]

[Name]

[Address]

Dear: [Employee’s name],

On behalf of Rutgers University, I am pleased to offer you this short-term temporary employee reappointment. The terms of your employment follow:

**Job Title:**

**Department:**

**Employee Class:** Class 3

**Effective Date of Appointment:**

**Appointment End Date:**

**Pay Type:** Salaried

**Annual Rate of Pay:** [Enter annualized salary]

**Job Code:**

**Pension System:** May be eligible for appropriate pension program in accordance with NJ State regulations.

**Hours Worked Per Week:** [Enter number of hours]

**FLSA Designation:** [Choose one]

Non exempt

This is a non-exempt position which is eligible to receive overtime compensation according to the rules and regulations of the Fair Labor Standards Act (FLSA) beyond 40 hours per week.

Exempt

This position is exempt from the overtime provisions of the Fair Labor Standards Act and is neither eligible nor entitled to receive overtime compensation. Your workweek and hours of work will be established by your hiring unit and full time appointments require a minimum coverage of 40 hours per week.

This Class 3 appointment is considered “at-will” and your employment may be terminated with or without cause, at any time at your or the University’s discretion. In accordance with *Policy 60.1.5 – Class 3 and Class 4 Employment*, this appointment may be for a minimum of 20 hours and up to 40 hours per week, and such appointments that are non-exempt are eligible for overtime compensation for hours worked beyond 40 per week; it may extend up to 1 year of continuous service in the same appointment, not to exceed the maximum service limit of 24 months. However, your temporary appointment may end prior to the appointment end date at your supervisor’s discretion. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to Class 3 employees, as they may be amended from time to time. Nothing in this letter supersedes applicable university regulations, policies, and procedures. You may access the *Class 3 and Class 4 Employment Policy and Guidelines* at the University Human Resources website at <http://uhr.rutgers.edu/Class3andClass4> to review information related to your employment.

If you have any questions, please feel free to call me at [telephone number].

Sincerely,

[Name & Title of Hiring Authority]

C: (If Necessary)

Please sign and return this letter to [Name and Address] indicating your acceptance of the above terms and receipt of enclosed materials by [Date]. A copy is enclosed for your record. Your appointment cannot begin until you have signed and returned this letter.

SIGNATURE:

DATE:

## E. Reappointment Letter Template – Class 4 Casual

Copy and paste the text below onto your department’s letterhead

[Date]

[Name]

[Address]

Dear: [Employee’s name],

On behalf of Rutgers University, I am pleased to offer you a casual employee appointment. The terms of your employment follow:

**Job Title:**

**Department:**

**Employee Class:** Class 4 - Casual

**Effective Date of Appointment:**

**Appointment End Date:**

**Pay Type:** Hourly

**Pay Rate:** [Enter hourly rate]

**Job Code:**

**Hours Worked Per Week:** [Enter number of hours – Limited to less than 20 hours per week in accordance with Class 3 and Class 4 Employment Policy - 60.1.5]

**FLSA Designation:** This is a non-exempt position which is eligible to receive overtime compensation according to the rules and regulations of the Fair Labor Standards Act (FLSA). However, Rutgers policy restricts the Class 4 appointment to less than 20 hours per week; therefore, you are prohibited from working beyond the less than 20 hour per week limit.

This Class 4 - Casual appointment is considered “at-will” and your employment may be terminated with or without cause, at any time at your or the University’s discretion. In accordance with *Policy 60.1.5 – Class 3 and Class 4 Employment*, this appointment is limited to less than 20 hours worked per week; it may extend up to 1 year of continuous service in the same appointment and may be renewable for another 1-year term. However, your temporary appointment may end prior to the appointment end date at your supervisor’s discretion. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to Class 4 employees, as they may be amended from time to time. Nothing in this letter supersedes applicable university regulations, policies, and procedures. You may access the *Class 3 and Class 4 Employment Policy and Guideline* at the University Human Resources website at <http://uhr.rutgers.edu/Class3andClass4> to review information related to your employment.

If you have any questions, please feel free to call me at [telephone number].

Sincerely,

[Name & Title of Hiring Authority]

C: (If Necessary)

Please sign and return this letter to [Name and Address] indicating your acceptance of the above terms and receipt of enclosed materials by [Date]. A copy is enclosed for your record. Your appointment cannot begin until you have signed and returned this letter.

SIGNATURE:

DATE:



## F. Reappointment Letter Template – Class 4 Seasonal

Copy and paste the text below onto your department’s letterhead

[Date]

[Name]

[Address]

Dear: [Employee’s name],

On behalf of Rutgers University, I am pleased to offer you a seasonal employee appointment. The terms of your employment follow:

**Job Title:**

**Department:**

**Employee Class:** Class 4 - Seasonal

**Effective Date of Appointment:**

**Appointment End Date:**

**Pay Type:** Hourly

**Pay Rate:** [Enter hourly rate]

**Job Code:**

**Hours Worked Per Week:** [Enter number of hours to be worked per week in accordance with Class 3 and Class 4 Employment Policy - 60.1.5]

**FLSA Designation:** This is a non-exempt position which is eligible to receive overtime compensation for hours worked above 40 hours per workweek according to the rules and regulations of the Fair Labor Standards Act (FLSA).

This Class 4-Seasonal appointment is considered “at-will” and your employment may be terminated with or without cause, at any time at your or the University’s discretion. In accordance with *Policy 60.1.5 – Class 3 and Class 4 Employment*, this appointment may be full or part time based on a 40 hour workweek and is eligible for overtime compensation for hours worked beyond 40 per week; it may extend up to 6 months of continuous service in the same appointment; and may be renewed after a break in service of at least three (3) continuous months. However, your temporary appointment may end prior to the appointment end date at your supervisor’s discretion. This position is subject to and governed by all university regulations, policies, and procedures generally applicable to Class 4 employees, as they may be amended from time to time. Nothing in this letter supersedes applicable university regulations, policies, and procedures. You may access the *Class 3 and Class 4 Employment Policy and Guidelines* at the University Human Resources website at <http://uhr.rutgers.edu/Class3andClass4> to review information related to your employment.

If you have any questions, please feel free to call me at [telephone number].

Sincerely,

[Name & Title of Hiring Authority]

C: (If Necessary)

Please sign and return this letter to [Name and Address] indicating your acceptance of the above terms and receipt of enclosed materials by [Date]. A copy is enclosed for your record. Your appointment cannot begin until you have signed and returned this letter.

SIGNATURE:

DATE:

**G. Pre-Termination Conference Letter Template – Class 3 and Class 4 Employees** (for use only when appointment ends early)

Copy and paste the text below onto your department’s letterhead

[Date]

[Name]

[Address]

Dear [Employee’s name],

This is to provide notification that your temporary appointment will end effective [insert date] prior to your initially specified appointment length for the following reason: [choose applicable reason and provide facts supporting reason selected].

Lack of funds

Lack of work

Performance issues

I have scheduled a conference with you on [date, time, and place]. At that time I will review the reasons for the termination of your employment and give you an opportunity to respond to these reasons. After the conference, I will decide whether to terminate your employment.

This action is being taken in accordance with *University Policy 60.1.5 – Class 3 and Class 4 Employment* and as set forth in your appointment letter.

Your attendance at the conference is voluntary, but this will be your only opportunity to be heard before this action is taken. If you decide not to attend the conference, then you will have waived your right to a pre-termination conference.

Please confirm to me whether or not you will attend the conference.

Sincerely,

[Name & Title of Hiring Authority]

cc: Chain of command

**H. Early Termination Letter Template – Class 3 and Class 4** (for use only when appointment ends early)

Copy and paste the text below onto your department's letterhead

[Date]

[Name]

[Address]

Dear [Employee's name],

This is to provide notification that your temporary appointment will end effective [insert date] prior to your initially specified appointment length for the following reason: [choose applicable reason and provide facts supporting reason selected].

Lack of funds

Lack of work

Performance issues

This action is being taken in accordance with *University Policy 60.1.5 – Class 3 and Class 4 Employment* and as set forth in your appointment letter.

If you are interested in other employment opportunities at Rutgers, we encourage you to review the University Human Resources website at [uhr.rutgers.edu/findajob.htm](http://uhr.rutgers.edu/findajob.htm) for job vacancy announcements.

We wish you well in your future endeavors

Sincerely,

[Name & Title of Hiring Authority]

cc: Chain of command

## **APPENDIX IV: Class 3 Appointment Extensions**

A: Class 3 Appointment Extension Guidelines

B: Class 3 Appointment Extension Request Form

## Class 3 Short-term Temporary Appointment Extension Guidelines

Special time limitations apply to Class 3 Short-term Temporary appointments with job codes that would be included in AFSCME Local 1761 or 888 titles if they were regularly appointed positions. Extensions to the special time limitations may be requested using the attached form and submitted to the [Office of Labor Relations](mailto:apptextensions.OLR@hr.rutgers.edu) at [apptextensions.OLR@hr.rutgers.edu](mailto:apptextensions.OLR@hr.rutgers.edu). Requests for submission must be received thirty (30) days prior to extension. There is no guarantee of approval for extensions.

- Special Time Limitations:
  - AFSCME LOCAL 1761 limitations –
    - A Class 3 employee who is hired to perform a job which, if it were a regularly appointed position, would be included in the AFSCME Local 1761 negotiations unit, may only be appointed for up to twelve (12) consecutive months with a four (4) month extension if necessary. *The 24-month length of appointment allowance, therefore, does not apply.* Class 3 employees with the following job codes: 03330 – Clerical Assistant and 03331 – Laboratory/ Technical Assistant, working twenty (20) or more hours per week fall into this category.
  - AFSCME LOCAL 888 limitations –
    - A Class 3 employee who is hired to perform a job which, if it were a regularly appointed position, would be included in the AFSCME Local 888 negotiations unit, may only be appointed for up to six (6) consecutive months with a three (3) month extension if necessary. *The 24-month length of appointment allowance, therefore does not apply.* Class 3 employees with the job code: 03332 – Service / Maintenance Worker, working twenty (20) or more hours per week fall into this category.
- Once a Class 3 appointment has reached the end of an approved extension time limit, the hiring unit must select one of the following options:
  - May reduce workweek schedule to less than 20 hours per workweek, create a **Class 4 Casual position** under the *Class 3 and Class 4 Employment Policy 60.1.5*, and appoint to a Class 4 Casual employee. Schedule may be fixed, varied or intermittent, but hours worked are limited to an average of less than 20 hours per workweek per quarter.
  - If there is an expectation of continued employment beyond that which is permissible by the *Class 3 and Class 4 Employment Policy 60.1.5*, for 20 or more hours per workweek, may create a new **Class 1 Regular Staff position**. Appointments may be up to full time.
  - May **eliminate the position**
- Consult the Class 3 and Class 4 Employees website <http://uhr.rutgers.edu/Class3andClass4> for more information.
- Please contact your [HR Consultant](#), the [Office of Labor Relations](#) (848-932-3020), or your HR Representative in [Camden](#) (856-225-6475) or [Newark](#) (973-353-5500) with any questions or for assistance.

**Class 3 Short-term Temporary  
Appointment Extension Request Form**

This form must be completed and submitted to the [Office of Labor Relations](mailto:apptextensions.OLR@hr.rutgers.edu) at [apptextensions.OLR@hr.rutgers.edu](mailto:apptextensions.OLR@hr.rutgers.edu) to request an appointment extension permissible by the AFSCME LOCAL 1761 and 888 negotiated agreements. This form applies to Class 3 Short-term Temporary positions working twenty (20) or more hours per week in the following job codes: 03330 – Clerical Assistant; 03331 – Laboratory/ Technical Assistant; 03332 – Service/ Maintenance Worker. **Requests for submission must be received 30 days prior to extension. There is no guarantee of approval for extensions.**

**The following information is required and must be completed for this request to be considered:**

**Department Name:**

**Employee ID:**

**Employee Name:**

**Class 3 Job Code:**

**Class 3 Job Title:**

**Start Date:**

**Hours Worked:**

**Requested Extension: (Select one)**

**AFSCME Local 1761:** 12 months + 4 month extension

**AFSCME Local 888:** 6 months + 3 month extension

**Extension Start Date:**

**Extension End Date:**

**Reason for Extension:**

The individual below has approved submission of this request form and certifies that the information in this document is accurate and complete.

Name of Supervisor:

Title:

Date:

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*Office of Labor Relations Only*

Approval  Denial

Comments:

Name:

Date: