



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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REVISION
2

PAGE
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SUBJECT

EMPLOYMENT

SUB-TOPIC

CASUAL LABOR, Continued

PROCEDURE FOR HIRING, Continued

- a. Description of the work to be performed and the number of individuals required.
 - b. Explanation as to why regular employees cannot perform the service.
 - c. Duration of employment in days and total work hours.
 - d. Hourly rate of pay.
2. Following written approval from the Senior Vice President for Business Affairs, work may be commenced. Employment eligibility must also be established before work commences.
 3. The administrative head will forward to the Human Resources Office a copy of the memorandum requesting use of Casual Labor along with written approval from the Senior Vice President for Business Affairs.
 4. The appropriate HRS form must be initiated by the hiring department. A Personal Data Form (PDF), W-4 Form and I-9 Form must accompany the HRS form.