



Non-Student Part-time Employment Authorization Form

System Input Date/Initials
Input _____
Verified _____

TO BE COMPLETED BY EMPLOYEE:

Employee ID Number	Last:	First	Middle
Permanent Address:	Street	City	State Zip
Local Address:	Street	City	State Zip
Local Phone:			

Are you a minor (under 18)? Yes No Employment of minors requires the Minor Work Authorization Form.

Have you previously worked for EWU as a student employee? If yes, when? _____

Have you previously worked for EWU as a non-student employee? If yes, when? _____

Do you have a relative working at EWU? Yes No Relationship, name, and place of work _____

You have been hired as a temporary employee to perform work which does not exceed 950 hours in any 12-consecutive-month period from the original date of hire (exclusive of overtime). Supervisors are responsible for monitoring hours worked by Non-student employees. Special permission may be granted to work additional hours between 950 and 1,050. Requests are to be submitted to the Human Resources Services Supervisor, and must include: (1) reason for the request; (2) exact number of additional hours and days the employee will work; (3) confirmation from supervisor that employee will not exceed 1,050 hours.

***Effective July 1, 2009 employees other than students who have worked in temporary positions performing bargaining unit work for more than three hundred fifty (350) hours and less than one thousand fifty (1,050) hours (exclusive of overtime hours) in the proceeding 12 consecutive months will be included in the Washington Federation of State Employees Council No. 28 Bargaining Unit 1 (WFSE). WFSE members are required to pay monthly union dues.

Social Security deductions are taken and State Industrial Insurance carried for on-the-job illness or injury. EWU-paid insurance and retirement plan eligibility is determined by percentage and duration of appointment. Sick leave, vacation leave and holiday pay are not available for temporary, provisional and temporary part-time employees.

Appointments under the conditions of employment outlined in this document are exempt from the Civil Service Rules and the EWU Collective Bargaining Agreements unless non-students meet the criteria of working more than 350 hours as explained in the paragraph above. If you believe the conditions of your employment are in violation of WAC 357-04-045 and you have not knowingly participated in the violation of these rules, you may be eligible to request remedial action pursuant to WAC 357-19-448 and WAC 357-19-450 of the civil service rules. Such requests must be filed within 30 calendar days after the effective date of alleged violation.

As a temporary, part-time employee, your employment or compensation can be terminated, with or without cause, at any time by you or your employing official.

I have read and understand the above statement and I certify the above information is complete and accurate:

Signature of applicant: _____

TO BE COMPLETED BY THE DEPARTMENT:

Dept. Name	Dept. #	Index	Begin Date	End Date
Title (attach Job Description)		Position #	Pay Rate	Step: HO _____
Identify employee schedule (days per week/hours per day)		Working Days: (please circle) M T W TH F Sat. Sun.		

Does the job replace a classified employee? Yes No

Will this position, during the course of University employment, be involved in: unsupervised access to the developmentally disabled, vulnerable adults or children? Yes No

Will this position, during the course of University employment, be involved in the receipt of, or accountability for, university funds or other items of value? Yes No

Supervisor/employing official's signature: _____ Phone _____ Mail Code _____

Human Resources Signature:	Date:	Human Resources Special Rate Signature:	Date:
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