



<b>Section Number:</b>	<b>Effective Date:</b> October 12, 2012
<b>Section Header:</b> Contract Employees	<b>Revision Date:</b>
<b>Responsible Office:</b> Human Resources	<b>Responsible Officer:</b> Director of Human Resources

### **Purpose**

This policy is being established to ensure proper procedures for those employed at NJCU to complete an assignment or project and may have expertise related to the subject matter. These professionals will typically negotiate a contract and can be paid hourly or per project. This policy will also apply to current employees who may be given additional duties that need to be compensated outside of established criteria, such as overload or overtime.

### **Scope**

This policy will apply to all employees either hired on a short term basis or current employees performing additional work that warrants additional compensation under the definition.

### **Policy**

Before contract employees are hired, the appropriate department should ensure that the employment contract personnel is essential and the work assignment cannot be performed by regular employees, or the work assignment is mostly prudently assigned to these personnel. Before contract employees are hired, efforts should be made to allocate the work among present NJCU staff.

The service of a contract employee may be discontinued by the employing supervisor at any time. Contract employees are not in a collective bargaining unit and do not enjoy any of the contract rights granted to bargaining unit employees. Specifically, they are not eligible for fringe benefits (sick leave, vacation, paid holidays, comp time, etc.), salary increases, reclassification, and parking or for shift differential pay.

Contract employees are not granted preferential treatment based on their employment with NJCU if they apply for a permanent position.



Contract employees shall be provided rest periods and non-paid lunch breaks as required by law.

### **Procedure**

1. A NJCU EMPLOYMENT CONTRACT must be filled out.
2. Appropriate signatures for authorization must be on the form.
3. All first time contract employees must complete a hiring package that includes the following:
  - I-9 form
  - O11 form
  - Two W-4 forms
  - Three copies of social security card
  - Copy of driver's license or other picture ID

The contract must be sent to Human Resources in order for the contract employee to be paid an assignment sheet, either electronic or by paper, must be completed. The information on this must include the amount of money to be paid, the department to which it must be billed, and the appropriate approvals must be signed.

### **Departmental Management of Contracts**

Each Supervising Manager must establish guidelines regarding employee conduct, performance standards/evaluations, procedures for collecting time cards, etc. as long as guidelines are reasonable and do not conflict with overall District policies. A Supervising Manager may dismiss a temporary employee at any time without cause.

The Supervising Manager is responsible for communicating and enforcing department and District safety practices. General safety guidelines are attached to the Temporary Employee packet.