Hourly Employment Information

The College of Southern Nevada recognizes the important role that Hourly Employment plays, not only in the operation of the College but also with the academic and professional development, and in providing valuable work experience and helping meet the staffing needs of CSN.

The College of Southern Nevada may hire temporary hourly employees to meet short-term needs such as:

- For a project, event, or contingency basis
- To substitute for employees on extended and approved leave of absence
- When workload prevents regular staff from accomplishing tasks in a timely manner

DEFINITIONS

At-will Employee: An employee who may resign from work or be terminated from work for any lawful reason.

160-Hour Appointment: At-will employee in a temporary position for no more than 160 cumulative hours or less during any fiscal and calendar year. Employment is to be paid through Department’s budget.

1000-Hour Appointment: At-will employee in a temporary position for no more than 1000 cumulative hours or less during any fiscal and calendar year. Employment is to be paid through Department’s budget.

FICA: Federal Insurance Contributions Act. It is a federal employment tax imposed on both the employees and employers to fund Social Security and Medicare. In the State of Nevada, College employees do not pay into Social Security and, in lieu of this tax, pay into a FICA Alternative or other qualified plan.

Fiscal Year: For the College of Southern Nevada, the fiscal year runs from July 1 through June 30.

EMPLOYMENT TERMS & GUIDELINES

Temporary hourly employees are employed at-will and may be terminated at any time without cause or notice for lawful reasons pursuant to the Nevada System of Higher Education, Procedures and Guidelines Manual (Chapter 17, Section 3).

1000-Hour Appointment
Temporary hourly employees are limited to a maximum of 1,000 hours per calendar and fiscal year and must be terminated upon reaching the maximum hours, unless there are exceptional circumstances.

Individuals appointed to this category of employment for the Nevada System of Higher Education (NSHE) Institutions must be working as: Temporary Events Center Worker, Research Center Worker, Note Takers, Test Proctors, Sign Language Interpreters, Tutors, Note Readers. A Job Description must be submitted to the Department of Human Resources Salary Administration staff prior to employment being offered. Please call 651-7467 to discuss Registration Worker duties.

Temporary hourly employees may work a defined schedule or intermittently as needed. They are paid on an hourly basis and must record all time worked each day in Workday.

- The hiring unit is responsible for monitoring the total hours worked to remain in compliance with both the Nevada Revised Statutes (NRS) and the Public Employees' Retirement System (PERS) laws and regulations.
- If a temporary hourly employee works more than 1,039 hours in a fiscal year, the hiring unit is responsible for all retroactive retirement contributions to PERS.
- The hiring unit must stop scheduling a temporary hourly employee once they reach 1,000 hours.
This prohibition includes the subsequent assignment of any such employee to the college through a staffing or placement agency or other third party.

- A hiring unit should not repeatedly hire temporary hourly employees in lieu of filling a vacant position.

The Nevada System of Higher Education Code provisions regarding nepotism apply to all temporary hourly employees. More information is available on Human Resources’ nepotism policy webpage.

**Benefits**
Temporary hourly employees are not eligible for college benefits such as paid leave, holiday pay, or additional holiday pay except as described below. Time worked in a temporary hourly position does not count toward seniority, leave accruals, evaluations or status.

Temporary hourly employees must contribute to the FICA Alternative Retirement Plan. They may participate in the voluntary supplemental 403(b) and deferred compensation (457) plans.

- NSHE adheres to the requirements of the Affordable Care Act (ACA). Temporary hourly employees are considered part-time variable hour employees under the ACA.
- Hiring units must accurately record the number of hours the employee is expected to work and are not permitted to alter a full-time equivalency (FTE) to impact eligibility for medical insurance.
- Maximum weekly hours apply to hours worked across all jobs, within NSHE, in which the temporary worker may be employed, regardless of NSHE institution.
- Temporary hourly employees hired to work less than 80 hours per month (49.9% FTE or less), will have their hours worked measured during the first 10 months of employment to determine eligibility for medical benefits for the following 10 months, known as the stability period. Employees will be eligible for medical benefits during the stability period if they work at least 1,300 hours over the 10-month measurement period.
- Temporary hourly employees hired to work 80 or more hours a month (50% FTE or greater) are eligible for medical benefits through the Public Employees Benefits Program (PEBP) on the first of the month concurrent with or following their hire date.
- Overtime shall not be authorized for Hourly Workers. In the unusual event that overtime is worked, the Hourly Worker must be compensated at one and one-half times the normal hourly rate.
- Hourly workers may not exceed the department’s budgeted salary allocation for student positions.

* Temporary hourly employees must acknowledge the Temporary Hourly Employee Information Sheet upon hire.

**160-Hour Appointment**
An individual may be temporarily appointed to a position for no more than 160 cumulative hours or less during any calendar year. An employee cannot work more than 160 hours in a calendar year. A valid budget account line must be available for the temporary appointment. Contact HR Salary Administration at 702-651-5800 to discuss options for this type of appointment.

**PROCEDURES & COMPENSATION**

**I. Procedures for Requesting/Hiring Hourly Employees**
Departments/Units must have an operational budget available to pay the hourly wage of an hourly employee. Once funding is established, the supervisor will utilize the following process for creating and filling the hourly position. **Employees are not authorized to begin working prior to completing the hire and onboarding processes in Workday.**

1. Supervisor initiates and submits the “Create Job Requisition” business process in Workday.
   - Guidance on completing the job requisition can be found using the “Workday Training Resources” worklet in Workday and searching for “create job requisition.”
• Approved job requisitions will be posted on the CSN jobs portal and applications will be accepted.

2. Supervisor will review submitted applications, conduct interviews, select applicant(s), and initiate the Workday Hire process.
3. Once the employee has completed the hire and onboarding processes in Workday, including an I-9 Form, the department should notify them of their completion and will be authorized to begin working.

II. Hourly Employee Compensation

The hourly employee classification and compensation schedule are designed to establish consistent hiring and pay practices for all Hourly Workers. The schedule adheres to the State of Nevada minimum wage and hourly rates. Salaries must be at a wage no less than the minimum required by law and may not exceed the maximum allowable wage for the assigned wage range.

• Hourly employees are paid on a positive pay basis, meaning they are paid for each hour worked.
• Hourly employees semi-monthly pay amounts represent the number of hours worked in the pay period.
• Annual Leave, Sick Leave and Holidays are not available to hourly employees.
• Holidays: Ineligible for paid holidays or additional pay for time worked on holidays.

*Select departments on campus may have a different standard workweek, please consult with department business manager.

The level and salary applied to an hourly position is determined by the Office of Human Resources and will be based on job duties/responsibilities, supervision needed, qualifications, and level of expertise required for the job.

Compensation and fringe benefit costs incurred for regular hourly employees are charged to the departmental, school, or unit’s operating budget.

New hourly employee positions must be submitted to Human Resources prior to a department posting a position for recruitment or making an offer of employment.

Human Resources will determine the hourly pay level by reviewing the following factors:
• Range and complexity of duties
• Knowledge and skills required
• Equity, including the salary relationships with other student employees within the department

Centers for Academic Success (CAS) Pay Scale – 2023

Desk Staff Customer Service - $12.95

*Desk staff work-study positions.

Desk staff provide excellent customer service to the college community. They answer phones and receive students. Desk staff ensure tutor session rotation is appropriately done. They input session reports in student tracking system (CRM), inform students, faculty, and staff about CAS services, and assist with college events and trainings.

Tutors - Drop-in Centers - $15.00

Tutors assist students in drop-in environment to improve academic achievement by meeting with them to clarify learning problems and work on study skills. Other assistance might include reviewing class material, discussing best approaches to reading the text, predicting test questions, formulating ideas for papers, or working on solutions to problems.
Tutor Mentors - Drop-in Centers - $16.95

Tutor mentors serve as model tutors and provide peer mentorship and development to a small group of tutors and/or writing assistants in addition to working one-on-one with any member of the CSN community who would like to discuss his or her coursework. Tutor mentors observe tutor sessions, provide feedback and debriefing to tutors, hold small group meetings with tutors, provide CAS and CRLA trainings for tutors, and listen and relay tutor needs and concerns to the campus coordinator or specialist if coordinator is absent.

Supplemental Instruction Leaders (SI Leaders) - $16.00

SI Leaders serve as model students in the class lecture and provide peer mentorship to students. They have already successfully completed the course and are recommended by faculty. SI Leaders attend all class meetings of a selected course, take notes, and read all assigned material. They develop lesson plans for study groups on a weekly basis and conduct two or more study sessions per week throughout the term, using strategies learned in SI Leader training.

Supplemental Instruction Mentors - $18.10

SI Mentors fulfill SI duties and additional mentor duties. SI mentors serve as model SI Leaders and provide peer mentorship and development to a small group of SI Leaders. SI mentors observe SI sessions, provide feedback and debriefing to SI Leaders, hold small group meetings with SI Leaders, assist in delivering SI training, and listen and relay SI Leaders’ needs and concerns to the campus coordinator or specialist if coordinator is absent.

Strategies for Academic Success (SAS) Academic Strategist

CAS Academic Strategists assist students who utilize tutoring services in building their academic confidence. Strategists conduct weekly, one-on-one sessions with their assigned students to work on study skills, confidence building, and creating action plans to address academic challenges. Academic Strategists work with Centers for Academic Success staff to foster independent learning for CSN students. Other responsibilities include guide students through self-assessments, skills-building, and confidence-building exercises, maintain documentation for each assigned student, customize a plan, with supervisor support, for each assigned student’s needs in keeping with program outcomes, implement assessment tools, model successful student habits and campus involvement in student interactions, participate in pre-semester training, ongoing training, and staff meetings, and maintain detailed knowledge of services & programs at CSN and develop relationships with other departments to facilitate successful referrals.

- Academic Strategist $18/hour
- Academic Strategist Lead $20.34/hour

Increases to Hourly Pay

Hourly employees may be eligible for a longevity increase if the following criteria have been met:
- The Hourly Worker has served in their current position for a minimum of 12 months.
- The Hourly Worker has not received an increase to their compensation in the previous 12 months.
- The direct supervisor and department director/manager recommend giving the increase.

Increases to hourly pay are reviewed and approved by Human Resources upon recommendation by the affected department budget manager.

III. Employment Rules Applicable to Hourly Employees

A. Time Tracking and Payroll

One of the most important responsibilities of a supervisor is to ensure that hourly payroll information is submitted and approved in a timely and accurate manner. It is the responsibility of the employee and supervisor to be aware of
payroll deadlines and procedures. Payroll cutoff schedules are available from the “Workday Training Resources” worklet on the Workday homepage and by searching “Payroll.”

Payroll periods are from the 1st through the 15th and the 16th through the last day of each month. Paydays occur on the 10th and 25th of each month.

**Hourly Employees must clock-in and out in Workday for each shift in which they work and must also submit their time for approval by their supervisor by the end of each pay period (15th and last day of the month). Supervisors must approve time within one day of the end of the pay period.**

If an hourly employee fails to clock-in or out for a particular shift, the supervisor or timekeeper can enter the time retroactively. Retroactive time entry can be logged for two prior pay periods. Supervisors should contact Human Resources if retroactive pay is needed beyond two prior periods.

**B. Breaks and Meals**

**Breaks:** temporary workers are entitled to one 15-minute rest period, with pay, for every consecutive 4-hour period in which they work. In general, rest periods should occur near the middle of each 4-hour period but should not be taken at the beginning or end of the work period.

**Meals:** temporary workers, who work a consecutive 6-hour work period are entitled to one unpaid 30-minute meal period. Supervisors may authorize a meal period of up to 1-hour. Meal periods should occur near the middle of the shift but may not be taken at the beginning or end of the work period. Employees may not work through or skip their scheduled meal period.

**C. Termination**

Hourly Employment is considered at-will and can be terminated at any time by either the employer or employee and for any lawful reason. **Note:** Prior to any employee termination, the affected supervisor is required to consult with Human Resources.

A temporary employee may resign from their position. Reasonable notice for the employment separation should be communicated, in writing, to the supervisor.

Where termination occurs, the supervisor or employee should initiate the termination/resignation function within Workday when feasible following the notice of termination.