

Hiring New Employees

Determine employee class:

- **Rutgers full time students** are hired as class 5 employees.
- Hourly employees who will work less than 20 hours a week are hired as class 4 casual employees. These employees may be appointed for up to one year at a time, and can be reappointed year to year.
- Hourly employees who will work more than 20 hours a week are hired as class 4 seasonal employees. These employees may be appointed for up to a maximum of a six-month period and may be reappointed after a break in Rutgers service of at least three consecutive months.
- Employees who will work on a short term assignment of 50% time (20 or more hours) or more should be appointed as Class 3 employees. Class 3 employees are paid on a salary basis. Class 3 appointments may be appointed for up to one year at a time and are eligible for up to one additional year in most cases. Please consult the Class 3 policy for exceptions.

Class 5 employees:

- Complete new hire form and submit it to your appropriate business person so he/she can enter the hire into the HCM system. Please refer to Hourly Pay Scale, distributed by Steve Weston, to determine hourly rate you should be using.
- Class 5 employees should not receive an appointment letter.

Class 4 Casual, Class 4 Seasonal and Class 3 employees:

- Complete CARF for Class 3 and Class 4 employees and submit to Keri Ferreira. Keri will notify you if there are any issues concerning the potential hire that you need to be aware of prior to your starting the hiring process.

University Human Resources will review and approve all requests for Class 4 assignments (casual and seasonal) and Class 3 assignments to facilitate consistency in position and employee classification in accordance with policy and/or collective bargaining agreements.

All Class 3 and Class 4 positions must be submitted to the Business Office for the review and approval of position classifications prior to the extension of any temporary offer.

- All Class 3 and Class 4 positions must be posted through ROCS. Applicants must apply to the posting and be approved by University Human Resources prior to being contacted for an interview. Finalists must consent to a background check and the background check must be completed prior to being hired and starting work.
- Complete the appropriate Classification and Recruitment form. Summaries of generic job titles, descriptions, and job codes for Class 4 Casual and Seasonal and Class 3 employees are available to assist you when hiring temporary employees. Submit the form and an organizational chart to the dean's office.
- The dean's office will notify you when the position has been classified and approved by HR.
- Class 4 Casual and Seasonal and Class 3 employees must be provided with an appointment letter. Letter templates have been created to assist with this process. **Please be advised that modifications should not be made to the language or content provided in the templates. Tentative start date of at least 14 days from date the person accepts the position should be used on the offer letter. This allows UHR time to complete the background check.**
- Because of constraints in both the HCM system and the e-verify system, an employee should NOT start working until they have signed and returned the appointment letter and have passed a Background Check.

Please refer to the Class 4 employees website (<http://uhr.rutgers.edu/Class3andClass4>) to access the Class 3 and Class 4 Employment Policy 60.1.5 for CARF forms, employment application, letter templates and additional information on reappointments, terminations, and benefit eligibility.