

PCSU NON-RECRUITED HIRE REQUEST FORM

Please complete and submit this form, and any attachments to:

PCSUHR

Email: pcsuhr@hawaii.edu

Phone: 808-956-9512

Generally, short-term positions do not require a recruitment process. Non-recruited hires are not entitled to employee benefits other than the statutory benefits including unemployment insurance, FICA and workers compensation. (RCUH Policy 3.210 Hiring Options Through RCUH).

DO NOT PROMISE THE JOB AS IT IS SUBJECT TO PCSU/RCUH REVIEW AND APPROVAL!

There are Three (3) Non-Recruited Hire Categories:

- 1. Temporary Hire:** An employee hired at any FTE for a period not to exceed 20 weeks within a one (1) year period, irrespective of the number of temporary positions held (with RCUH).
- 2. Student Assistant:** A student employee who is enrolled as a student in a school, college or university in a degree program, generally works 20 hours or less per week while school is in session (or up to 40 hours per week while on spring, winter, and summer break) and is paid according to the RCUH Student Pay Scale. Student Assistants are employed on a semester basis and can be renewed. Please refer to Policy #3.211 Student Employment for more info.
- 3. Intermittent:** An hourly-paid employee hired to work on an on-call basis. Employees who are found to work an excessive amount of hours or have not worked within a six (6) month period will automatically be terminated.

Date: _____

Please provide the following information:

1. Choose a Type of Non-Recruited Hire Type (choose one):

Temporary Hire (up to 100% FTE) Student Assistant (50% FTE) Intermittent (13% FTE)

2. Requested Hire Information:

Name (Last, First M): _____

Employee Email (RCUH will use this email to notify): _____

Requested Hire Date: _____ Term Date (20 weeks max for temps): _____
(May leave blank for intermittent and students)

Position Title: _____ FTE: _____ %
(For students type/write "Student Assistant") (e.g. 100% fte = 40 hrs/wk; 50% fte = 20 hrs/wk)

*Requested Pay Rate (non-recruited hires are normally paid hourly): \$ _____ /hr (*Amount excl. benefits/fringe)
Pay rate is subject to PCSU/RCUH review and approval.

Note: In compliance with ACA, effective 07/01/24, RCUH will be requiring that temp hires be paid a minimum hourly rate of \$18.28/hr.

Work Island (i.e. Oahu): _____ Work State (only fill out if NOT in Hawaii): _____

Project Name: _____ Project #: _____
(if there are multiple project #'s please include %)

Name of Immediate Supervisor: _____

YES NO

Education Required? (Specify what level (i.e. HS diploma, BS/BA) _____
and submit proof of diploma/transcript to PCSU)

RCUH Rehire? (Submit reference check with previous RCUH supervisor)

RCUH/UH Employee concurrently? (Submit dual employment form. Includes UH affiliated schools & UH grad students)

Close Relatives/Relationship with anyone in any PCSU project?
(Submit close relatives form to PCSU)

Student Hire? (Submit copy of Student Verification to PCSU)

3. Brief Description of Work to be Performed:

(Include work location and work conditions (i.e. if work is being done in the field and in rough terrain). (Job duties should not involve any of the following: using firearms, driving, rappelling, using restricted pesticides, or helicopters, see below.)

*If job duties include any of the following: firearms, driving, rappelling, using restricted pesticides, or helicopters please explain why. It may be approved under certain conditions.

4. Additional Requirements of the Job:

YES NO Will the employee (possibly) be:

Driving

What kind of vehicle? Personal, Federal, State, private? _____

Requirement- Upon Hire: Valid driver's license and personal vehicle insurance (see "NOTE" below)

Working with Minors (includes public outreach/relations, and volunteer trips)

How often? _____

Possible Requirement- Upon Hire: Criminal background check

Field Work

Requirement- Post-Offer: Completion of First Aid/CPR certification

Non-Restricted Pesticides (i.e. herbicides)

Requirement- Post-Offer: None.

High Altitudes

How high?(can list range)_____ft How often? _____

Other: _____

NOTE: Personal Vehicle Insurance – employee's name must to be on the insurance card or