

Pharmacology & Toxicology
Temporary and On-Call Hire Form

Applicant must complete and sign criminal background check authorization and consent form. [Criminal Background Check Authorization Form](#).

COMPLETE FOR ALL ACTIONS-PERSONAL DATA:

Last:	First Name:	Middle Initial:
Gender:	Date of Birth:	
SSN:	Are you a U.S. Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No

CONTACT INFORMATION

Home Address:	Phone #:
	Email:

EMERGENCY CONTACT INFORMATION

Name:	Phone #:
Address:	

Veteran Status (voluntary):

- | | |
|---|--|
| <input type="checkbox"/> Protected Veteran | <input type="checkbox"/> Active Duty Wartime or Campaign Badge Veteran |
| <input type="checkbox"/> Recently Separated Veteran | <input type="checkbox"/> Prefer Not to Answer |
| <input type="checkbox"/> Armed Forces Service Medal Veteran | <input type="checkbox"/> Not a Protected Veteran |
| <input type="checkbox"/> Disabled Veteran | |

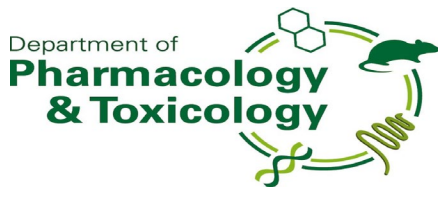
Ethnicity – Select all that apply (voluntary):

- | | |
|---|--|
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Hispanic/Latino Origin |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> White |

Disability Status (voluntary): Disability Status, Date and Disability Learned Date: _____

- Have you ever been **convicted of a crime**? Yes No
- Are there criminal charges pending against you at this time? Yes No

If yes, describe the name of the crime or charges, date and place of the offense:



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INSTRUCTIONS: This form should be completed after the decision is made to hire a temporary/on call employee and minimum 3 days prior to the employee's first day of work. Central Human Resource approval must be received before the employee may begin working.

POSITION DATA

Assignment Start Date:	Assignment End Date:
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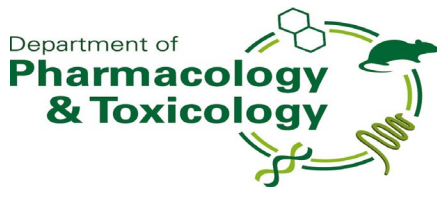
POSITION TITLE

- Clerical Aide -OR-
 Technical Aide (CT duties–6 months>terminated for at least 3 months)
 Professional Aide (AP duties–9 months>1-week break>9 months>terminated for at least 3 months)
 Other (on-call; on-call minor; etc)

Supervisor:	Phone #:
Building and Room #:	Phone #:
Account:	Sub-Account:
Hourly Rate:	
(If over 30 hours per week, department pays an extra ~\$415 for health insurance per ACA)	
Hours Per Week Working:	

Position Description/Essential Functions: (attachment is acceptable)

Are there any extra **physical demands** associated with this position? Yes No
 If yes, please contact HR personnel for the additional form.



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DEFINITIONS:

TITLE: CLERICAL AIDE

JOB CODE: 20002827 PERSONNEL SUBAREA: CT

Provides clerical support. Responsibilities may include secretarial, receptionist, bookkeeping, information processing, or related clerical tasks.

Notes:

Temporary/On-Call.

Temps can work 120 days with an optional 60 days extension where they become part of the CT union.

In the case of the 60-day extension, the following must be done before the 120 days is up: 1) the CTU must be notified 2) A change of status form must be initiated 3) A CT dues card and extension form must be sent to CHR.

6 months > terminated for at least 3 months/on-call.

On-Calls: can work up to 40 hours/week for 3 months then must be moved down to 19 hours/week and cannot work more than 540 hours in any 6-month period.

TITLE: PROFESSIONAL AIDE

JOB CODE: 20002837 PERSONNEL SUBAREA: AP

Provides professional support. Responsibilities may include general business, science, medical, agricultural or other professional support functions.

Notes:

Temporary/On-Call/On-Call Project Pay

Temps: 9 months > 1 week break > 9 months > terminated for at least 3 months/on-call.

Minimum of \$12/hour.

TITLE: TECHNICAL AIDE

JOB CODE: 20002842 PERSONNEL SUBAREA: CT

Provides technical support. Responsibilities may include computer programming or operations; research support; medical patient care; technical equipment maintenance, repair, fabrication or operation; or other technical support functions.

Notes:

Temporary/On-Call.

Temps can work 120 days with an optional 60 days extension where they become part of the CT union.

In the case of the 60 days extension, the following must be done before the 120 days is up: 1) the CTU must be notified 2) A change of status form must be initiated 3) A CT dues card and extension form must be sent to CHR.

6 months > terminated for at least 3 months/on-call.

On-Calls: can work up to 40 hours/week for 3 months then must be moved down to 19 hours/week and cannot work more than 540 hours in any 6-month period.