

Department of

**Pharmacology  
& Toxicology**

**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):**

- Protected Veteran
- Recently Separated Veteran
- Armed Forces Service Medal Veteran
- Disabled Veteran
- Active Duty Wartime or Campaign Badge Veteran
- Prefer Not to Answer
- Not a Protected Veteran

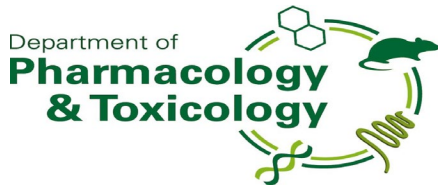
**Ethnicity – Select all that apply (voluntary):**

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Hispanic/Latino Origin
- 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:



Department of

**Pharmacology  
& Toxicology**

**Pharmacology & Toxicology**  
Temporary and On-Call Hire Form

**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:
------------------------	----------------------

**POSITION TITLE**

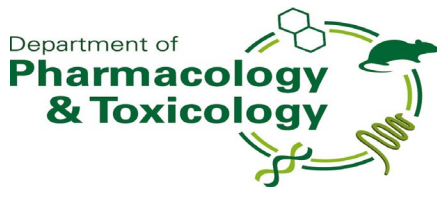
- Clerical Aide -OR-  Technical Aide (CT duties–6 months>terminated for at least 3 months)  
 Professional Aide (AP duties–9 months>1-week break>9 months>terminated for at least 3 months)  
 Other (on-call; on-call minor; etc)

Supervisor:	Phone #:
Building and Room #:	Phone #:
Account:	Sub-Account:
Hourly Rate:	
<b>(If over 30 hours per week, department pays an extra ~\$415 for health insurance per ACA)</b>	
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 **Darlene** at [whitma36@msu.edu](mailto:whitma36@msu.edu) for additional form.



## Pharmacology & Toxicology Temporary and On-Call Hire Form

### 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.