Temporary Researcher Procedure

This procedure is for hiring a temporary researcher position. These positions are paid hourly on a bi-weekly basis.

***Please note this process takes a minimum of 3-4 weeks***

Procedure (documents needed):

1. Submit the Temporary Researcher PAR form and checklist to your Business Office Professional via one email.

2. Forms can be found on the Psychology website:

   https://www.colorado.edu/psych-neuro/resources/business-office

Departmental Policies/Procedures:

- All paperwork must be submitted together to the Business Office a minimum of 3-4 weeks prior to the temporary researcher’s effective hire date.
  - Time is needed to get the checklist approved, position posted (min 3 days), background check completed, offer letter created and signed, and final HR approval and HCM entry.
- Incomplete paperwork will be returned and will need to be re-submitted
- Paperwork submitted late cannot guarantee that a temporary researcher will be set up by the requested hire date and may take longer than 4 weeks. Employee cannot begin working until the hiring process is complete.
- Avature job posting will be set up and is required to be posted for a minimum of 3 days.
  - PI will need to approve the posting
- PI will be notified by HR to send the candidate a link to apply for the position in Avature.
  - Candidate will need to upload required documents
- Candidate may need to have a background check completed if they have not had one in the previous 3 years.
  - Candidate will be notified by email from HireRight to provide their information.
- Business Office will create the offer letter and route in docusign for signatures.
- Temporary researchers are required to submit biweekly timesheets through MyLeave. Timesheets need to be submitted and approved by 12 pm on Tuesday following each pay period.
  - Timesheets submitted late will be processed in the following pay period.
    - Timesheet deadlines and policy can be found on Psychology website (link above)

University Policies:

- Appointments can be 9 or 12 months in a rolling 12-month period. Requirements listed below.
  - 9 month appointment rules
    - Can work 40 hours a week
    - Can work overtime
- Must take a 3 month break after 9 months before they can be re-hired
- 12 month appointment rules
  - Hours worked limited to 32 per week
  - Cannot work overtime
  - Must take a 6 month break after 12 months before they can be re-hired

- If an employee has worked a temporary position, anywhere at CU in the past year, they may not be eligible to hold a current temporary researcher position. It may require them to be hired in a permanent position.

- Temporary researcher positions accrue .034 of sick leave for each hour they work.
  - Prorated for part-time work
  - Accrual may not exceed 6 days (48 hours) on July 1st of each year
  - Up to 6 hours of accrued sick leave can carry over from year to year
  - When an employee uses sick leave, their full salary is still paid by the funding source

- Temporary researcher positions are not eligible for the following:
  - Vacation leave
  - Holidays
  - University benefits
  - Administrative time off

**Additional Information:**

- Temporary Employee Information
  - [https://www.colorado.edu/hr/hiring/temporary-employees](https://www.colorado.edu/hr/hiring/temporary-employees)

- Sick leave information
  - [https://www.colorado.edu/hr/leave#sick-89](https://www.colorado.edu/hr/leave#sick-89)

Updated: December 2021