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

- o Must take a 3 month break after 9 months before they can be re-hired
  - ● 12 month appointment rules
    - o Hours worked limited to 32 per week
    - o Cannot work overtime
    - o 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 carryover 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

- ➢ Sick leave information
  - · https://www.colorado.edu/hr/leave#sick-89