

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **EXTRA HELP**

Policy #: **2.4**

Employees may be hired on an extra-help basis either full-time or part-time. Extra-help employees are hired on a temporary, as-needed basis, are paid semi-monthly for hours worked, and are not eligible to participate in the fringe benefits program. Non-student extra-help employees are eligible to be paid for University holidays equivalent to the number of hours per day worked provided they work the day before and the day after a University holiday, and they work twenty hours (half-time) or more per week. Hourly employees may also participate in the retirement plan although UAPB will not match their contributions.

Extra-help employees must be assigned a State authorized title, meet the State's minimum qualifications and be paid at the entry rate authorized by the Grade for the position, unless the University requests an exceptionally well-qualified entry rate and approval has been granted by the office of personnel management and legislative personnel committee.

Covered nonexempt extra help employees must receive overtime pay for hours worked over 40 per workweek (any fixed and regularly recurring period of 168 hours - seven consecutive 24 - hour periods) at a rate not less than one and one-half times the regular rate of pay.

Extra-help employees are prohibited from working more than 1,500 hours in a fiscal year. It is the responsibility of both the employee and the hiring department to monitor the number of hours an extra-help employee works. The Human Resources Office will also monitor the number of hours an extra-help employee works, and will make every effort to notify the department prior to the time the 1,500 hour limit will be met.

The employee signature on a timesheet certifies work was performed in the hours stated. No timesheets will be accepted without the employee's signature. Timesheets where someone else has signed for the employee (with or without initials) will not be accepted.

Supervisors monitor and oversee the work of the employee certifying not only the employee worked the hours stated, but also that the work was performed in a satisfactory manner. The original signature of the supervisor is also required or the time sheet will not be accepted.

Resource(s):

Approved by:

Approval date:

Custodian: Human Resources