Overview

Employment Registration
At Oregon State University

An individual is recognized as an employee of Oregon State University, on the effective date of employment, after the major employing department completes a series of registration procedures. Some procedures relate to all employees; others relate to specific personnel categories and to certain types of employment, such as permanent or temporary appointments.

In all cases, employment documents must be signed by the appointing authority and processed and approved by the Department of Human Resources; for academics, by the Affirmative Action Office and Office of Academic Affairs; and, for student employees, by Student Employment Services.

USING THIS HANDBOOK

This handbook is a section of the Personnel Procedures Handbook. It communicates OSU policies related to employment and provides help for both new and experienced users of employment registration procedures. It contains different types of materials for those who need only a quick review or checklist and those who need more complete information. Each department may develop ways to adapt these materials for their own needs. The handbook provides:

1. Quick-Reference Outlines of the steps necessary to complete employment registration for 11 types of hires or appointments. Outlines include brief instructions for each step and a quick-reference checklist.

2. Samples and helps for commonly-used employment registration forms.

3. Basic information about:
   - Employment policies
   - Types of employment at OSU
   - I-9 and Social Security Number procedures required by the Immigration and Naturalization Service and the Social Security Administration
   - Affirmative Action procedures
   - Use of the Personnel Action form, including a dictionary of employment registration data elements
A 1939 zinc etching of the Education Building, courtesy of the OSU Archives. (Line drawing number P16:228.)
Employment at Oregon State University

Chapter One

POLICIES

Authority

Employment at Oregon State University is governed by State of Oregon Statutes; by the Administrative Rules of the Oregon University System; by the University Affirmative Action Plan; by the Collective Bargaining Agreement; and by the University Executive Office.

Employment Eligibility

It is the policy of Oregon State University to employ only United States citizens and non-citizens authorized to work in the United States. The university will not hire any individual who cannot prove identity and eligibility for employment.

If an individual is hired and cannot, within a legally specified time period, provide proper documentation, the person's employment will be terminated. All persons employed by the university are required to have a valid Social Security number.

Affirmative Action

It is the policy of Oregon State University that discrimination on the basis of race, color, sex, national origin, age, religion, marital status, sexual orientation, Vietnam-era veteran status, and mental or physical disability will not exist in any area, activity, or operation of the university.

The Immigration Reform and Control Act of 1986 (IRCA) prohibits discrimination against any individual in hiring, discharging, or recruiting because of the individual's national origin, or, in the case of a citizen or intending citizen, because of citizenship status, except in the case of an unauthorized alien, as stated in the university policy on employment eligibility.

TYPES OF EMPLOYMENT AT OSU

The university's policies are carried out through two main types of employment, shown below.
Unclassified Employment

Academic and Student employees are specified by law to be unclassified. Academic employment includes teaching, research, some administrative positions, and graduate assistants. It is chiefly regulated by the Oregon University System. Graduate assistants are fully-admitted graduate students employed while working toward a degree. For more information, consult the Oregon State University Faculty Handbook or the Office of Academic Affairs.

Student employees are persons whose major efforts are directed toward receiving a formal education. Their employment is regulated by policies of the University Executive Office, within state and federal law. For more information, consult the Student Personnel Section of the Personnel Procedures Handbook or the Payroll Office.

Classified Employment

Classified service positions are all positions in state service not placed by law in unclassified service. Represented classified service positions are governed by policies of Oregon State University and the Collective Bargaining Agreement.

Outlines in Chapter Two, “Helps for Employment Registration,” include brief definitions and registration steps for most employment types listed on the chart, page 3.

VERIFYING ELIGIBILITY FOR EMPLOYMENT: I-9 FORM

The Department’s Responsibility

Departments are responsible for obtaining verification of employability for each new hire/appointment, as required by the U.S. Immigration and Naturalization Service.

Meeting INS Requirements

The university is required to complete an I-9 form for each new employee within three business days of the date of hire, or on the hire date if the appointment is for less than three business days. Section 1 of the I-9 must always be completed on the first day of work.

The I-9 procedure requires the hiring department to see documents that verify the person’s identity and eligibility for employment in the United States. INS regulations state: “Employers who fail to properly complete, retain, and present for inspection the Form I-9, as required by law, may face civil fines of not less than $100 and not more than $1,000 for each employee for whom the Form was not completed, retained, or presented.”

The university retains I-9 forms for three years after hire date or one year after the employee’s termination, whichever is longer.

Completing the I-9 Form

Departments include the I-9 form in the employment registration packet for each new hire/appointment. Chapter Two, “Helps for Employment Registration,” herein, includes:

• sample I-9 form and instructions
• INS list of acceptable documents
• samples of commonly used verification documents

Chapter Two also includes basic I-9 instructions in each of the ten outlines of employment registration procedures for different types of hires/appointments at Oregon State University. Outline Eleven provides help for completing I-9 procedures for international employees.
MEETING SOCIAL SECURITY REQUIREMENTS: SSN

See a Valid Social Security Card
An individual is required to present a valid Social Security card for employment registration. The card must be an original, issued by the Social Security Administration, not a metal or laminated card. Other documents that include the Social Security number are not acceptable.

Employee Without Social Security Card: If the employee has not been issued a Social Security card, take these steps:

☐ Complete Statement of Information and SSN, (sample Exhibit 9) and attach to the employment registration packet.

☐ If the employee has applied for an account number, ask to see the receipt of application issued by a Social Security Administration office. Enter the employee's name on the Personnel Action form exactly as shown on the receipt. Attach a photocopy of the receipt to the employment registration packet.

☐ If the employee has not applied, supply the memo “Applying for a Social Security Number” (see Exhibit 7) to help the employee apply for a number at once. The employee must have a receipt for the social security card before a temporary number can be issued. Paperwork cannot be processed without a number.

☐ Tell the employee to bring the social security card to the department when it is issued. For entry of the social security number on personnel records, send a photocopy of the card to the Payroll Office and Human Resources.

International Student or Scholar: Before making application, international students and scholars must obtain from the Office of International Education a letter verifying their employability and present it at the Social Security Administration office.

Employee Who Has a Card Comes Without It: If, at the time of employment registration, the employee reports having a Social Security account number but cannot present the Social Security card, registration cannot be completed. Within three days, the employee must bring the card or a receipt of application for a replacement.

Name on the Card Is Incorrect: If an employee's name, as presented at the time of completing the PA or the I-9, differs from the name on the Social Security card, the card can be accepted as verification of Social Security number if it contains an obvious error, such as a misspelling, or if the employee presents evidence of name change, e.g., a legal name change certificate or certified copy of marriage or adoption certificate.

In any case, the employee should be told of the requirement to notify the Social Security Administration of the name change by submitting an application for a new card.

Courtesy, Emeritus Appointments:
For individuals employed in courtesy or emeritus appointments, either a permanent Social Security number or the temporary number assigned by the Payroll Office may be entered on the personnel record.
How Temporary SS Numbers Work
When an international employee does not have a Social Security number, the Personnel Action form is processed and the person is initially registered for employment without a number. The Payroll Office sends a memo to the department advising that a temporary number (e.g., 888-01-xxxx) has been assigned. Only one paycheck will be issued with a temporary number. Within 21 days of the date of employment, the department must follow up on each employee who is assigned a temporary number, ensuring that a permanent Social Security number is issued and recorded. (Note that 930-89-xxxx numbers are registrar’s numbers and are not valid Social Security numbers for employment.)

CHECKLIST: AFFIRMATIVE ACTION PROCEDURES
NOTIFICATION OF ACADEMIC POSITION OPENING (NAPO) PACKET
Submit to Affirmative Action Office for approval prior to advertising a position.

☐ NAPO Form
The NAPO summarizes the basic components of the position to be advertised. Be sure to include the annual salary range, even if a range is not stated on the position announcement. The AAOU approval line must be signed by the dean/director.

☐ Position Announcement
The position announcement is an accurate and thorough description of the open position. It must contain the following:
  a) position description
  b) position requirements and qualifications
  c) position conditions, such as rank, FTE
  d) application information, including closing date
  e) official tagline
  “OSU is an Affirmative Action/Equal Opportunity Employer and has a policy of being responsive to the needs of dual-career couples.” (The dual-career tagline is not required on graduate research and graduate teaching assistant position announcements.)
  The recruitment should remain open for at least four weeks.

☐ Graduate Assistant and Instructor Pools
GRA, GTA, and emergency Instructor positions may be advertised with no specific closing date.

☐ Cover Letter (optional)
If a cover letter or other written material accompanies the position announcement, a copy must be included in the NAPO packet.
Employment at Oregon State University

- **Search Committee**
  It is recommended that all academic hires involve a search committee. Whenever possible, the committee should include people of color and female representatives. The NAPO packet must include the name, sex, and race/ethnicity of each committee member.

- **Advertisement Copy**
  If advertising is placed in a newspaper and/or journal, a copy of the ad must be a part of the NAPO packet. Advertisements should address position description; position requirements and qualifications; position conditions, such as rank and FTE; application requirements, including closing date; and official tagline: “OSU is an AA/EEO employer and has a policy of being responsive to the needs of dual-career couples,” or the abbreviated tagline: “OSU is an AA/EEO employer.”

- **Distribution List**
  The distribution list identifies all institutions and organizations to which the position announcement is sent. Distribution should also include organizations listed in the Affirmative Action Resource Directory. Distribution based on the Resource Directory should include those organizations within the same geographical area as the search in general.

  *Incomplete NAPO packets* will be returned with a review sheet to the AAOU representative for needed corrections/additions.

  *Approval* is provided when Affirmative Action sends an approved copy of the NAPO form to the AAOU representative.

  For forms or further information, consult the [Affirmative Action Policies and Procedures Manual](#) or contact the Affirmative Action Office, 7-3556.

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**AFFIRMATIVE ACTION COMPLIANCE DATA (AACD PACKET)**

Submit to Affirmative Action Office for approval prior to finalizing an offer of employment.

- **AACD Form**
  The purpose of the AACD form is to provide documentation of the gender and ethnic/racial background of all applicants for the position. Data on gender, ethnicity, race, and disability are collected using the voluntary data form that is mailed to every candidate with a request that it be returned to the Search Committee chair. The AAOU approval line must be signed by the dean/director.

- **Reasons for Not Hiring**
  Item 3 on the AACD form requires a written statement documenting what each person of color, woman, and/or disabled applicant not selected lacks in qualifications. The reasons for not hiring must be based on the qualifications for the position. The listing must be on a separate sheet; it remains in the Affirmative Action file and does not become a part of the appointee’s personnel file.

- **Resume or Application**
  **Proposal for Academic Appointment (PAA) form.**

  This form must accompany all AACD materials, except in the case of graduate assistant positions. The AAOU approval line must be signed by the dean/director. Blank forms are available in the Office of Academic Affairs.
Additional Procedures

Incomplete AACD packets will be returned with a review sheet to the AAOU representative for needed corrections/additions.

Once a selection has been approved by Affirmative Action, the original packet is forwarded to the Office of Academic Affairs for final approval.

If a search is closed or reannounced because candidates were not considered qualified, the Affirmative Action Office requires reasons why applicants who are women or people of color were not qualified.

If appointee is a non-U.S. citizen/non-U.S. resident, contact the Office of International Education prior to submitting the AACD packet to Affirmative Action.

For forms or further information, consult the Affirmative Action Policies and Procedures Manual or contact the Affirmative Action Office, 7-3556.

TEMPORARY EMPLOYMENT

Temporary appointments can be authorized to meet emergency, non-recurring, or short-term program and workload needs for which no appropriate budgeted positions exist.

Duration of Appointment

One individual, or a combination of individuals, may not be used more than 1,040 total hours (equivalent to six months full-time) for the same workload need within a twelve-month period. However, employment of a temporary employee to fill in for an employee on an authorized leave of absence may be approved by the Department of Human Resources for the duration of the leave.

An individual who has served one temporary appointment of less than 1,040 hours in a twelve-month period may, upon approval of a new “Request for Temporary Appointment,” be reappointed to another temporary appointment. The combined hours of both appointments cannot exceed the total allowed (1,040 hours). If an individual has worked more than one temporary appointment in different university departments, all hours worked are combined to determine total hours worked.

Temporary Employee Recruitment Process

All proposed temporary appointments must be submitted to the Department of Human Resources for advance approval.

Human Resources will review for approval the proposed appointment based on statutory requirements.

Approval Procedures

1. Submit a “Request for Temporary Appointment” form to the Department of Human Resources (see Exhibit 5). Information required must be complete, including the reason for the temporary appointment (emergency, non-recurring, or short-term program and workload needs) and a description of duties (Section 3 of the position description). The assigned duties must correspond to the knowledge, skills, and abilities required by the proposed classification.

2. The Department of Human Resources reviews the proposed appointment, and, if it meets the requirements, approves the request, assigns a position number, and returns documents to the hiring department.

Recruitment Procedures

1. The appointee must be selected from a pool of candidates having the minimum qualifications appropriate for the job classification. The applicant pool may be obtained through advertising the position, requesting a list of applicants from Human Resources, or using a temporary employment agency.

It is important that the hiring department retain, for a minimum period of three years, complete records on the recruitment and selection process used.
2. Temporary employment agencies holding contracts with Oregon State University can provide applicants for approved temporary appointments. The hiring department will receive a release number from the Department of Human Resources which will enable the temporary employment agency to fill the workload need.

3. A temporary position that is expected to last longer than 45 days must first be offered to any employee on the OSU layoff recall list for that classification and geographic area. The Department of Human Resources will notify the requesting department when this situation exists.

4. During the summer, temporary work must be offered to academic year employees who have registered for work with the Department of Human Resources prior to hiring an individual from outside the university.

Employment Registration

Outline Two in Chapter Two, herein, lists employment registration steps for a temporary employee.

Salary and Benefits

It is recommended that a temporary employee be appointed at the first step of the salary range of the proposed classification. Payment of wages for a temporary employee will not be authorized beyond the approved expiration date of the temporary position.

Temporary employees are not eligible to participate in group health insurance plans, they do not accrue vacation or sick leave, nor are they eligible for holiday pay.

Temporary employees may qualify to become members of the Oregon Public Employees Retirement System (PERS) if they work at least 50 hours in six consecutive months. They may qualify sooner for PERS if they were existing PERS members when hired.

Temporary employees must be advised of these conditions of employment by reading and signing the “Conditions of Temporary Employment” form which is submitted to the Department of Human Resources along with other hiring paperwork. (See sample form, Exhibit 5.)

Extensions of Appointments

In unusual cases, extensions of temporary appointments may be approved. Requests for extensions must be submitted in writing to the Department of Human Resources at least five days prior to the expiration of the appointment. Appointments cannot be extended beyond the original expiration date unless approval is granted by Human Resources. A Temporary Appointment Extension Request form must be completed. Forms are available from Human Resources.

1040-Hour Appointments

Retired classified employees may return to work into a 1040-hour appointment. Returning retirees should be encouraged to contact PERS regarding work restrictions prior to accepting a 1040-hour appointment.

A retired employee is considered a temporary employee, and the same approval process as for any temporary appointment must be followed. Retired classified employees are not eligible for the active employee benefit plans or for reimbursement of their retiree medical/dental insurance premiums.

Retired academic employees may return to benefit-eligible status depending on the nature of the appointment. Contact the Staff Benefits office at 7-2805 for more information.

Employment registration for a retired employee returning to a 1040-hour temporary appointment is the same as for a new temporary employee. If the retiree has not previously completed an I-9 form, it must be done at this time. For taxation purposes, notation should be made on the hiring personnel action form that the temporary appointment is for 1040 hours.