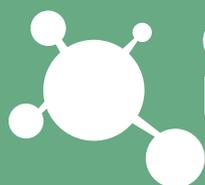


# STAFF SUMMER HIRE GUIDELINES 2024



Caltech  
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# STAFF SUMMER HIRE GUIDELINES

TYPE OF ACTION	STAFF REQUISITION	EDA	COMMENTS
<b>New Hire &amp; Rehire</b> (New students registered for Fall will be considered New Hire Staff)	Yes	N/A	<p>Summer hire requisitions must be approved by the DOO or Department Lead in Taleo. In some cases, additional approval may be required from the COO or Provost's Office.</p> <p>All newly hired and rehired staff must check in remotely with Recruiting on the first day of employment to complete the necessary paperwork.</p>
<b>Minor Hire</b> (Under the age of 18)	Yes	N/A	<ul style="list-style-type: none"> <li>■ <b>DIVISION APPROVAL</b> - At campus, minors working in laboratories must be approved by the Division Chair or designee in consultation with the supervising Principal Investigator. Minors working in areas with restricted access must also be approved by the supervising Director. Consideration for approval should be on a case-by-case basis taking into account potential hazards associated with the specific research, the types of equipment to be used, and any potential chemical and/or biological exposures. In some cases, additional approvals may be required.</li> <li>■ <b>WORK PERMITS</b> – Persons under the age of 18 who have not completed high school or the equivalent must provide a Work Permit authorized by the proper school district authorities. Recruiting will assist with obtaining and maintaining these forms. For additional information, PM 9-1 addresses details on the Employment of Minors and can be found on the HR website.</li> <li>■ <b>MEDICAL AUTHORIZATION FORM</b>– Staff under 18 years of age must submit a Medical Authorization form for emergency treatment properly signed by a parent or legal guardian. Recruiting will handle obtaining and maintaining these forms. The forms are available through Recruiting, if needed.</li> </ul>
<b>Transfer from Student to Staff</b> (Includes June graduates and students not registered for Fall)	Yes	No	<ul style="list-style-type: none"> <li>■ Bi-weekly payroll: students need to be transferred to staff effective the 1st Monday after end of term.</li> <li>■ Monthly payroll: students who will only be here until June 30 do not need to be transitioned to staff. If they are staying beyond the end of the month, they need to be hired as staff effective July 1.</li> </ul>
<b>Additional Assignment</b>	Yes	No	New department has OVERTIME responsibility for non-exempt positions.

- Please provide your Recruiter with your summer hire's resume or CV that includes contact information
- Please make a note when initiating a requisition that it will be for a Summer Hire
- Questions regarding student hires should be directed to HR Records

# STAFF SUMMER HIRE GUIDELINES

2

## Staff Requisition

Required for all staff hires, including June graduates of Caltech, and Caltech students not registered for Fall.

Summer hire requisitions must be approved by the DOO or Department Lead in Taleo. In some cases, additional approval may be required from the COO or Provost's Office.

## Posting

All summer occasional positions must be posted on the Caltech Careers site for five days. Please allow at least two weeks for Recruitment to process your summer hire.

## Staff Benefit Charge

The labor amount will be charged the FY24 paid leave rate of **19%** and a benefit rate of **25.26%**. Subject to change. Contact Recruiting for current rates.

## Minimum Rate

The Caltech minimum rate will increase from \$17.00 to \$17.50 per hour effective 7/1/2024. It is recommended that all summer hires be paid at least \$17.50 per hour.

## Pre-employment Background Investigations

Background investigations are conducted on all newly hired staff employees, including summer hires, after a contingent offer has been made and before commencing work.

## Physical Examinations

Candidates for any positions that involve lifting 25 pounds or more and/or exposure to potentially hazardous materials/ environments are required to take a physical examination before their start date. For further information, please contact Recruiting at [employment@caltech.edu](mailto:employment@caltech.edu).

## Employment Eligibility Verification (Form I-9)

All new hire staff employees are required by law to complete Form I-9 on or before their date of hire. The employee must not be allowed to continue working beyond the third day, unless the completed Form I-9 has been received with legal identification (copies are unacceptable). New hires will be sent Form I-9 electronically through our I-9 automated vendor (Equifax) and will receive instructions on how to complete Section 2 of the I-9 during the HR check-in on their first day. All Foreign Nationals, permanent residents, and work authorization card holders must complete Form I-9 as well (either electronically through our I-9 automated vendor or electronically through the International Scholar Services office).

## Remote Work

Please inform Recruiting if you intend for the position to be performed remotely. Fully remote work is subject to HR approval before an offer is extended to a candidate. Hybrid remote work will require an approved remote work agreement after an employee begins their assignment.

## Holiday Pay

All summer hires will be considered occasional employees and, therefore, will not be paid for holidays.

## Medical and Dental Benefit Eligibility

Occasional hires are not eligible for medical or dental benefits.