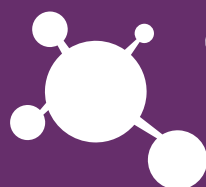


# CALTECH GUIDELINES FOR SUMMER HIRES

## Occasional Hire for Summer Staff



Caltech  
HUMANRESOURCES  
HUMAN SOLUTIONS

# STAFF GUIDELINES

TYPE OF ACTION	STAFFING REQUISITION	EDA	COMMENTS
<p><b>New Hire &amp; Rehire</b> (New students registered for Fall will be considered New Hire Staff)</p>	Yes	N/A	All newly hired staff must report to Human Resources on or before the first day of employment to complete the necessary paper work. The job requisition form should be completed prior to employment.
<p><b>Minors</b> (Under the age of 18)</p>	Yes	N/A	<ul style="list-style-type: none"> <li>■ <b>MEDICAL AUTHORIZATION</b> – Staff under 18 years of age must submit Medical Authorization for emergency treatment properly signed by a parent or legal guardian. Employment &amp; Recruiting Services will handle obtaining and maintaining these forms. The forms are available in Employment &amp; Recruiting Services, if needed.</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. Employment &amp; Recruiting Services will assist with obtaining and maintaining these forms. The forms are available in Employment &amp; Recruiting Services, if needed. For additional information, PM 9-1 addresses details on the Employment of Minors and can be found on the HR website.</li> <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 also must 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.</li> </ul>
<p><b>Transfers from Student to Staff</b> (Includes June graduates and students not registered or Fall)</p>	Yes	No	<ul style="list-style-type: none"> <li>■ Submit an EDA to Human Resources</li> <li>■ <b>Graduate</b> students will be terminated through Graduate Office.</li> <li>■ Process Staffing Requisition for Employment &amp; Recruiting Services.</li> <li>■ Foreign National students must have official Department of Homeland Security (DHS) employment authorization. For further information, please contact the International Student Programs at extension 6330.</li> <li>■ <b>Bi-weekly payroll:</b> students need to be put on staff effective the 1st Monday after end of term</li> <li>■ <b>Monthly payroll:</b> student 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 put on staff effective July 1.</li> </ul>
<p><b>Additional Assignment</b></p>	Yes	No	New department has OVERTIME responsibility for non-exempt positions.

- HR/Employment & Recruiting Services is located at 399 South Holliston Avenue in the Human Resources building
- Please provide your recruiter with your summer hire’s resume or CV that includes contact information

## **Posting**

Summer “occasional positions” are not required to be posted on the Employment Opportunities listing but can be posted if a candidate is not already identified.

## **Staffing Requisition**

Required for all staff hires including June graduates of Caltech, and Caltech students not registered for Fall. Please submit to Employment & Recruiting Services at least five (5) working days prior to the effective date.

## **Staff Benefit Charge**

The labor amount will be charged the paid leave rate of 17.5% and staff benefit rate of 29%. Subject to change. Contact Employment for current rates.

## **Position Classification and Pay Rates**

Please refer to 2012-13 Staff Rate Ranges as published by Compensation on our website at: <http://hr.caltech.edu/documents/12-pm10-1.pdf>. If you have any questions, please call the Compensation Office at extension 8386.

## **Employment Eligibility Verification (I-9) Form**

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

## **Physical Examinations**

Candidates for any positions that involve lifting of twenty-five (25) pounds and/or exposure to potentially hazardous materials/environments are required to take a physical examination before their start date. For further information, please call Employment & Recruiting Services at extension 6565.

## **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.

## Identification Cards

In an effort to streamline the check-in process for incoming Staff, Volunteers and Guests, Caltech Card Services requires that all individuals electronically submit a photo for use on their Caltech ID cards. The guidelines for submission are as follows:

### *Acceptable Photos:*

- Any passport photo
- A non-passport photo fitting the following requirements:
  - *The photo must be of only the individual (no group photos)*
  - *The photo must be taken from directly in front of the individual (no side angles)*
  - *The photo must have a solid background*
  - *No sunglasses, hats, hoods, masks, etc.*
  - *JPEG format*
  - *Recent photo*

If the photo fails to meet one or more of these requirements, the employee will be notified and asked to resubmit the photo. To submit a photo, send an email to [cardoffice@caltech.edu](mailto:cardoffice@caltech.edu) (and copy [employment@caltech.edu](mailto:employment@caltech.edu)) attaching JPEG fitting the above parameters.

ID cards will be available for pick-up at Human Resources during the check-in process (or within 24-hours of submitting photo if done on or after first day of work; the employee will receive an email when their card is ready). If you have any questions regarding the photo submission process, please contact Card Services at the email address above or call x6169.

# STUDENT GUIDELINES

TYPE OF ACTION	STUDENT EMPLOYEE DATA SHEETS	I-9	TAX FORMS	COMMENTS
<b>New Hire</b>	Yes <a href="http://hr.caltech.edu/services/forms">http://hr.caltech.edu/services/forms</a>	Yes (with legal ID: copies are unacceptable) Undergrad	Yes	<ul style="list-style-type: none"> <li>■ All New Hire paperwork is available in Employment &amp; Recruiting Services.</li> <li>■ All completed paperwork must be submitted to Employment &amp; Recruiting Services (mail code 153-84).</li> </ul>
<b>Rehire</b>	Yes <a href="http://hr.caltech.edu/services/forms">http://hr.caltech.edu/services/forms</a>	Changes Only if rehired after 90 days (with legal ID: copies are unacceptable)	Changes Only	<ul style="list-style-type: none"> <li>■ All Rehire paperwork is available in Employment &amp; Recruiting Services</li> <li>■ All completed paperwork must be submitted to Employment &amp; Recruiting Services (mail code: 153-84).</li> </ul>
<b>SURF</b>	N/A	N/A	N/A	<ul style="list-style-type: none"> <li>■ SURF assignment is initiated through the SURF Office (mail code: 08-31) contact Carol Casey (ext.2887) with questions.</li> <li>■ SURF assignment will always be HOME Department – additional assignments are responsible for overtime.</li> </ul>

- HR/Employment & Recruiting Services is located at 399 South Holliston Avenue in the Human Resources building
- Students not graduating and remaining for the summer require a Student Employee Data Sheet, if they have not had a Caltech assignment, follow the New Hire instructions above, this should be done prior to the start of their employment.
- Undergraduates who are graduating this year and are enrolled in the fall as graduate students should have their summer assignments processed as a student hire/rehire.

## **Position Classification and Pay Rates**

Please refer to 2012-13 Student Rate Ranges as published by Compensation on our website at:

[http://hr.caltech.edu/documents/11-pm10-1\\_page2.pdf](http://hr.caltech.edu/documents/11-pm10-1_page2.pdf).

If you have any questions, please call the Compensation Office at extension 8386.

## **Staff Benefit Charge**

Caltech students will not be charged the staff benefit rate.

## **Employment Eligibility Verification (I-9) Form**

All new-hire staff employees are required by law to complete an I-9 Form on or before their date of hire.

The employee must not be allowed to continue working beyond the third day, unless the completed I-9 Form has been received with legal identification (copies are unacceptable). New hires will either be sent an I-9 form electronically through our I-9 automated vendor (Guardian) or can complete the automated I-9 form at a kiosk in the HR office. All Foreign Nationals, permanent residents, and work authorization card holders must complete an I-9 as well (either electronically through our I-9 automated vendor or can complete electronically at the International Scholar Services office).

## **SURF**

SURF students are working full-time and the SURF Office will automatically become the home department.

If you wish to keep any of these students on your payroll during their SURF assignment, your department will have overtime responsibility AND you should contact the Payroll department at x8668. Otherwise, a termination via EDA is required.