



OLD DOMINION UNIVERSITY

University Policy

Policy #6130

POLICY FOR DIRECT EMPLOYMENT OF WAGE EMPLOYEES

Responsible Oversight Executive: Vice President for Human Resources

Date of Current Revision or Creation: February 22, 2019

A. PURPOSE

The purpose of this policy is to provide a means for departments to employ part-time wage (hourly) staff, without a recruitment, when an employee is needed to meet seasonal or temporary workload needs for short-term projects, as interim replacements or to perform jobs that do not require a classified employee.

B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Restructured Higher Education Financial and Administrative Operations Act \(Chapter 10 of Title 23.1 of the Code of Virginia, as amended\)](#)

[Virginia Department of Human Resource Management Policy 2.20 - Types of Employment](#)

C. DEFINITIONS

Budget Unit Director - The University employee on record with the Office of Finance Data Control as having signature authority and financial management responsibility for a specific budget code.

Direct Hire - The employment of an individual in a wage position without conducting a recruitment to fill the position.

Wage Employee - A non-salaried employee who receives pay for hours worked and is not covered by the provisions of the Virginia Personnel Act. (Wage employees are sometimes referred to as hourly employees.) Wage employees have no guarantee of employment for a particular term or a particular daily or weekly work schedule; they serve at the will of the designated hiring official and may be terminated at any time. Wage employees are limited to working 29 hours per week on average and only 1500 hours between May 1 and April 30. When an employee has reached the maximum of 1500 hours before April 30, he or she may not continue working until May 1.

D. SCOPE

This policy applies to all employees and employees of affiliated organizations who are paid through the University. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association.

This policy does not apply to adjunct faculty or students.

E. POLICY STATEMENT

Occasionally a situation occurs when a wage employee is needed to carry out specific duties for a short period of time or a department has a need for part-time work or contingent employment. In these cases, an individual may be employed as a direct hire. A direct hire will not require listing on the vacancy list and advertising or recruiting in the usual manner, but must be processed by the Department of Human Resources.

F. PROCEDURES

1. The department or academic unit must have an established wage position or must request establishment of a wage position by completing an HR-3 Form (Request to Establish/Change an Hourly Position), the position description, and submitting them to the Compensation unit in the Department of Human Resources.
2. The department or academic unit must identify someone who meets the minimum requirements listed in the position description.
3. The department or academic unit must submit a direct hire packet requesting approval from the Staffing & Operations Manager in the Department of Human Resources to employ someone as a Direct Hire.
4. The person cannot begin work until the Department of Human Resources completes the approval process.
5. The department is responsible for tracking hours worked and ensuring compliance with the 1500 hour limit.

If a department or academic unit does not have a wage position to which they can assign an employee or has not identified someone who meets the minimum requirements of their wage position, they will be unable to employ someone as a direct hire. The alternative is to initiate a recruitment through the Department of Human Resources for the position or contract services with a temporary employment agency. Temporary employment agency personnel are not assigned to University wage positions and are not placed on the University payroll. The Budget Unit Director should contact the Department of Procurement Services for assistance with contract services through temporary employment agencies.

G. RECORDS RETENTION

Applicable records must be retained for five years after expiration of contract and then destroyed in compliance with the [Commonwealth's Records Retention and Disposition Schedule \(General 102, Series 200110\)](#).

H. RESPONSIBLE OFFICER

Human Resources Staffing & Operations Manager

I. RELATED INFORMATION

[University Policy 6020 – Recruitment/Selection Process for Classified and Wage Employees](#)
[Old Dominion University Department of Human Resources Direct Hire Process](#)
[Request to Establish/Change an Hourly Position](#)

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Pamela Harris
Responsible Officer

February 12, 2019
Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks
Chair, Policy Review Committee (PRC)

October 23, 2018
Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ September Sanderlin
Responsible Oversight Executive

February 13, 2019
Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance
University Counsel

February 21, 2019
Date

Presidential Approval:

/s/ John R. Broderick
President

February 22, 2019
Date

Policy Revision Dates: December 1, 1988; October 2, 2009; September 28, 2011 (Interim Policy); June 13, 2012; February 22, 2019

Scheduled Review Date: February 22, 2024