

Hiring Options to Maintain Compliance Standards

Option #1 – Temporary Hire

Employee can work 20+ hours per week, but length of employment **cannot** exceed 6 months. There should be at least a 6-month break of no work before rehiring in another temporary or on-call position.

Option #2 – On-call Hire

Employee will work on an as needed basis, but hours worked **must** remain below 20 hours/week. Employee can remain on the payroll and submit a biweekly timesheet when hours are worked. There is no need to submit a new PAF each time they work.

If your hiring needs do not fall within either of the options listed above, please contact Human Resources **BEFORE extending any offer of employment.*