

# MOTT COMMUNITY COLLEGE

## New Hire & Rehire Form

NAME \_\_\_\_\_

DATE/TEL ID \_\_\_\_\_

**REGULAR HIRES:** Complete this section for (1) Full or Part-time Staff hired into a Regular TAP or Supplemental TAP position, and (2) Full-time, Temporary Full-time, or Part-time Faculty hires

Status:     Full-time             Part-time (FTE: \_\_\_\_\_)             Temporary Full-time (Faculty only)

Emp Group:     Admin Support     Exempt Manager     Exempt Professional     Faculty     Grant/Contract Funded  
 M&O     ProTech     Public Safety Officers     S&M     Workforce Development

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Title: \_\_\_\_\_ Grade: \_\_\_\_\_ Step: \_\_\_\_\_

Start Date:  /  /  CHECK HERE IF REHIRE:  Annual Salary or Hourly Rate: \$ \_\_\_\_\_

**IRREGULAR HIRES ON MOTT'S PAYROLL:** Complete this section for irregular/temporary hires as defined in A, B and C below. Hours worked by these employees will be monitored to ensure compliance with collective bargaining agreement terms.

A) Temporary doing Admin Support, ProTech or S&M bargaining unit work with scheduled hours/weeks **equal to or over** the threshold as outlined in the applicable collective bargaining agreement. These employees cannot work for more than one (1) year. A job description or explanation of duties must be attached in order for new hire to be processed.

Dates: Start \_\_\_\_\_ End \_\_\_\_\_ (End Date must be no more than one year from Start Date.)

Schedule: Hours per week \_\_\_\_\_ Weeks per year \_\_\_\_\_ (Required for ProTech and S&M work only)

Type of Work:     Admin Support (T50)     ProTech (T30)     S&M (T20)

Employee and/or Position Temporarily Replacing (if applicable): \_\_\_\_\_

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Position Title: \_\_\_\_\_ Hourly Rate: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

B) Temporary doing Admin Support, ProTech or S&M bargaining unit work with scheduled hours/weeks **under** the threshold as outlined in the applicable bargaining agreement OR Exempt and other Non-Union or Grant-funded temporaries. A job description or explanation of duties must be attached in order for new hire to be processed.

Date(s): Start \_\_\_\_\_ End \_\_\_\_\_ (If applicable)

Schedule: Hours per week \_\_\_\_\_ Weeks per year \_\_\_\_\_ (Required for ProTech and S&M work only)

Type of Work:     Admin Support (U50)     ProTech (U30)     S&M (U20)

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Position Title: \_\_\_\_\_ Hourly Rate: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

C) Temporary doing other bargaining unit or non-bargaining unit work. (Includes on-call, short-term or occasional assignments.)

Date(s): Start \_\_\_\_\_ End \_\_\_\_\_ (If applicable)

Type of Work:     Exempt Manager (U10)     Exempt Professional (U15)     Workforce Development (U39)     PSO (T90)  
 Non-Union (U37)     M&O - Temp to Regular (T60)     M&O - Short term (U60)     Other

Department: \_\_\_\_\_ Location: \_\_\_\_\_

Position Title: \_\_\_\_\_ Hourly Rate: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

**ACCOUNT NUMBER(S)**

1)  -  -  \_\_\_\_\_ %    3)  -  -  \_\_\_\_\_ %  
2)  -  -  \_\_\_\_\_ %    4)  -  -  \_\_\_\_\_ %

**APPROVALS**

Requesting Supervisor/Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Dean/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

President/Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

FOR PAYROLL USE ONLY: Retirement Code:  Retirement Class: