



## **EMPLOYING PROFESSIONAL EXPERTS**

Human Resources & Equal Employment Opportunity

### **OVERVIEW**

Professional Expert employees may be hired when there is a need for non-academic work to be performed on a specific project that falls outside the skills and knowledge for existing positions within the classified service. Professional experts are hired on a temporary basis and are generally assigned to projects for which the on-going need is uncertain because the funding source is unpredictable or is demand driven.

### **EMPLOYMENT CRITERIA**

Professional Expert employment is subject to the following:

#### Pay Rate

- Professional Experts are paid as listed on the Temporary/Hourly Employee List or as determined in consultation with Human Resources.

#### Length of Service

- Professional Expert employees are employed for a finite period of time.

#### Workdays and Hours

- Professional Expert employees may not work in excess of eight hours per day nor forty hours per week.

#### Employee Start Date

- An offer of employment to a Professional Expert employee shall not be made until a 'Request to Hire Professional Expert' (HR-12) form with all required signatures has been returned to the requesting Department.
- An employee is not authorized to start work until all authorization signatures have been obtained and all requisite employment paperwork has been received by the Human Resources Office. The District is not responsible for the payment of wages due to an individual who has been allowed to begin work prior to approval.

### **PROCEDURES**

#### Getting Approval to Hire

1. The **Manager/Supervisor** completes and signs a '*Request to Hire Professional Expert*' (form HR-12) and attaches a resume and an '*Application for Professional Expert Position*' (form HR-35) from the proposed Professional Expert which attests to his/her area of expertise.
2. The **Manager/Supervisor** submits the completed form to the appropriate Budget Manager.  
[Note: **Do not** attach the '*Professional Expert Employment Notice*' (Form HR-13) or any employment paperwork to this form at this point.]
3. The **Budget Manager** signs the form, verifying the appropriate budget code and availability of funds, and routes the form to the appropriate Vice-President (if applicable).
4. The **Vice-President** reviews the form, signs the form approving the request, and routes the form to the Associate Vice President of Human Resources.
5. The **Human Resources Associate Vice President** reviews the form, signs the form, approving that the request conforms to applicable laws and regulations.
6. The **Human Resources Associate Vice President** returns the completed form to the Department, signifying approval to hire a Professional Expert employee.

#### Processing a New Employee

1. The **Department** completes a '*Professional Expert Employment Notice*' (form HR-13) with the following completed employment paperwork attached:
  - Employment Application
  - Employee's Withholding Allowance Certificate (Form W-4)
  - Professional Expert Employment Conditions (Form HR-18)
  - Employment Eligibility Verification (Form I-9)
  - Retirement Questionnaire (Form HR-19):
  - Physician Designation Form (Form HR-20):
  - Warrant(s) Recipient Designation (Form HR-17)
  - Standards of Employment/Service Agreement (Form HR-16):
  - Photocopy of Social Security Card taken by Department staff
2. The **Department** attaches the original '*Request to Hire Professional Expert*' form which was signed by Human Resources and returned to Department.
3. The **Manager/Supervisor** signs the '*Professional Expert Employment Notice*', verifying that all appropriate information and employment documents are attached, and routes it to Human Resources.
4. The **Human Resources Associate Vice President** signs the form authorizing the hire and routes the form to Human Resources staff for processing.
5. The **Human Resources Staff** [target: within 2 days of receipt (with completed employment paperwork) in Human Resources] send a copy of the signed '*Professional Expert Employment Notice*' to the Department, signifying that the employee may begin work.