



18<sup>th</sup> June 2014

### **Hiring Part-time Employees (hourly or short-term)**

On occasion, PSUAD departments may require the services of a part-time staff or faculty member. As noted in the HR Policy Manual, these individuals are hired on a short-term basis of generally less than one year and may be contracted to provide variable hours per week, or for a set number of hours per week for the period. These engagements are usually project specific, can be terminated without notice and contain few if any benefits.

- 1) To initiate the recruitment process, the Head Of Department should review the need with the Deputy Vice Chancellor. If there is agreement in principle, the HOD shall complete a recruitment requisition form and submit it to the Human Resources Department for validation. HR will contact the Finance Department for budget confirmation.
- 2) Once the above mentioned form is completed, the hiring department can start interviews. The hiring department should advise the HR Department if position posting and interview support is required.
- 3) When scheduling interviews, the hiring department should advise the candidates to bring with them an updated CV, and copy of passport and residence visa. The hiring department needs to confirm that the candidate is under a valid UAE residence visa.
- 4) Part-time employees are not under the sponsorship of the PSUAD. As such, during the interview, the hiring department should confirm that the candidate is able to provide PSUAD with a non-objection letter for performing remunerated duties. Such letters are issued by the sponsor (ie. husband / employer).
- 5) Once interviews are completed, the hiring department shall complete an interview assessment form rating the preferred candidate and present the form, along with the CV, passport and visa, to the HR Department for further formalities.
- 6) HR presents the file to the DVC – Academics / Administration for approval.
- 7) Once the recruitment is approved by the DVC, HR will contact the candidate to complete the file and discuss further steps, including the need for government clearances. Contracts are then signed by the Vice Chancellor.
- 8) Hourly rates paid are as per a table maintained in the HR Department. Short term engagements with a regular number of hours per week may, however, be based on the grade/rank of the position. In general, compensation should not exceed the cost of a regular employee.