



THE UNIVERSITY OF NORTH CAROLINA WILMINGTON  
HUMAN RESOURCES

**HIRING GUIDELINES**  
**SUMMER PROGRAMS / CAMPS / WORKSHOPS**

- 1) Graduating Student Workers
  - a) Hire as student workers through May 31<sup>st</sup> and start as Temporary Employee beginning June 1<sup>st</sup>
    - i) Hiring of undergraduate students are done by the department making the hire
    - ii) Transition from graduating Student Worker into the Temporary Employee status entails completion of the state online application. The application can be completed by visiting: <https://jobs.uncw.edu> and applying to the Temporary Office Pool.
  - b) Completed/resolved criminal background check
  - c) Completion of I-9 with original documents if not on file
  - d) Completion of E-Verify if not on file
  
- 2) Undergraduate Student Workers that are enrolled for the fall semester
  - a) Hire as Student Worker
    - i) Hiring of undergraduate students are done by the department making the hire
  - b) Completed/resolved criminal background check
  - c) Completion of I-9 with original documents if not on file
  - d) Completion of E-Verify if not on file
  
- 3) Graduate Students
  - a) If a graduate student is between semesters during the summer treat as graduate student
    - i) Hiring of graduate students are coordinated through The Graduate School.
  - b) Completed/resolved criminal background check
  - c) Completion of I-9 with original documents if not on file
  - d) Completion of E-Verify if not on file
  
- 4) Non-UNCW Affiliated Camp Employees
  - a) Hire as Temporary Employees
  - b) Completed/resolved criminal background check
  - c) Completion of the state online application. Can be completed by visiting <https://jobs.uncw.edu> and applying to the Temporary Office Pool.
  - d) Completion of I-9 with original documents
  - e) Completion of E-Verify

## **Pay Methods for Temporary Employees and Students hired for Summer Camps, Summer Programs, and Summer Workshops**

1. Minimum wage and overtime apply to temporary workers and students hired for summer camps, summer programs, summer workshops, etc.
  - For work performed on or after July 24, 2009, the minimum wage is \$7.25 per hour.
2. Temporary workers and students receive an hourly rate at least equal to the minimum wage. Flat rates may not be offered. Work titles with approved corresponding hourly pay rates are selected from the HR Online system. Requests for exceptions from the approved pay rates should be e-mailed to Val Griffith ([griffithv@uncw.edu](mailto:griffithv@uncw.edu)) along with a description of the duties and any extenuating circumstances to justify the requested pay rate. Please note such pay rates may not be offered to an individual without prior approval from Human Resources.
3. Room and board can be offered in addition to the hourly rate.
4. Since employees are subject to overtime, hours worked in excess of 40 in a workweek are paid at time and ½. All students complete web time entry.
5. An employee may be exempt from overtime on the basis of being executive, professional, or administrative. Human Resources will request a job description to determine if the duties and salary level meet federal exemptions.
6. Special Provisions for Employees Residing on the Employer's Premises

### Guidance from the Department of Labor:

*“Some employees work at home or live on their employer's premises on a permanent basis or for extended periods of time. Examples include an apartment complex maintenance person who lives in the apartment complex, a house parent in a group home or a college student employed as a "resident assistant" who lives in the dormitory. If this describes your employee's employment situation, all of the time spent at their home or at your premises is not hours worked. Ordinarily, your employee has time to engage in normal private activities such as sleeping, eating, entertaining, and other periods of complete freedom from all duties when he or she are able to leave your premises and use the time as he or she chooses.*

*It is difficult to determine the exact hours worked under these circumstances and any reasonable agreement between you and your employee which takes into consideration all of the applicable facts will be accepted. In this regard, you may wish to review waiting time, meal periods and sleep time. The agreement must indicate the number of hours your employee will work and the hours he or she may use for personal activities.*

*The reasonable agreement must be an employee-employer agreement and not a unilateral decision by you. Such an agreement should normally be in writing in order to avoid any possible misunderstanding of the terms and conditions of your employee's employment. It must account for the time spent working and the time when your employee may engage in normal private activities, with sufficient time for eating, sleeping, entertaining and other periods of complete freedom.*

*The reasonable agreement should consider all relevant factors including any restrictions or limitations on the use of your employee's personal time and the expected interruptions to eating and sleeping periods. Whether your employee is really free to use personal time as he or she wishes will depend on what actually happens, regardless of the provisions of the written agreement. “*

For more information, please contact Val Griffith in Human Resources.

April 19, 2016