

LTE EMPLOYMENT QUICK REFERENCE CHECKLIST

- 1. **Complete LTE Request** (Check with Human Resources for classification & pay rate)
- 2. **Request LTE applications from Human Resources** (If you don't have someone in mind for the position)
 - A. Interview applicants-make sure to let the people know if they were not selected for the job.
 - B. Make job offer contingent on passing the background check and possibly the Essential Job Function Assessment. (Make sure to let them know the hourly rate you are offering)
 - C. Have applicant complete the background check consent form and complete the upper right hand corner of the form for chargeback information.
- 3. Once they have passed the background check, the Human Resources office will inform the supervisor and the applicant will need to **complete payroll forms** in the Human Resources office on or before their first day of work. They will need to bring their driver's license, Social Security card and bank account information.
- 4. **Timesheets** will need to be submitted to Human Resources by Noon on the Monday following the end of the pay period.

WHO CAN I HIRE?

Application	LTE Applications can be requested from the Human Resources Office. If you all ready have someone in mind for the position, please make sure to have them complete an application if they haven't all ready done so.
Background Check	All new LTE's must complete a background check request form. You will need to complete the upper right hand corner of the form and submit it to Human Resources for processing. <u>A job offer is contingent upon the applicant passing a background check.</u>
Essential Job Function Assessment	Some LTE positions will require an Essential Job Function Assessment. A job offer can be made contingent upon successful completion of this assessment. The positions that require the assessment are: Custodian, Food Service, Maintenance, Police Officer, Grounds, Shipping & Mailing Assoc, Inventory Control Coord, Power Plant Assistant and any Craftworker positions.

WHAT PAPERWORK IS REQUIRED?

Complete LTE Request	Complete the LTE Request Form (Available on the HR Website) and route for signatures. No job offer should be made without a completed and approved LTE request on file in Human Resources. LTE requests must be renewed each fiscal year.
Pay Rate	The pay rates for LTE's are determined by the classification of their position. LTE's can only be paid up to the minimum level of the classification. The classification of the position is based on the duties of the position. If you have questions about what classification a position should be or the pay rate, please contact Jo Johnson in Human Resources.
Payroll Paperwork	New LTE will need to complete a packet of payroll forms in the Human Resources Office on or before their first day of work. They should bring their driver's license, Social Security Card and bank account information with them to complete the packet.
Timesheet	LTE employees are required to complete a timesheet each pay period. It should be approved by the supervisor and submitted to Human Resources by Noon the Monday after the last classified payday.

THINGS TO REMEMBER ABOUT LTE'S

Hours Limitation	LTE employees are limited to working 1043 hours in a year. If you will be employing an LTE for a year or longer, they should not be allowed to work more than 20 hours per week or they will "run out of hours" before the end of the year. Once an LTE has been in the same position for a year, their hours will start over during the pay period that their anniversary date falls in. There is no exception to this rule. A spreadsheet of the LTE's hours should be maintained in the hiring department to track their hours.
Multiple Positions	An LTE can have two or more positions on campus in different departments. The only way an LTE could have two positions in a department is if there is a vacancy. In this case the LTE can "fill in" until the vacancy is filled. Each individual LTE position has 1043 hours that can be worked in a year.
Benefits	An LTE can become eligible for benefits. There are two factors that determine when an LTE becomes eligible for benefits. They would have to be in the same position for one year and have worked at least 600 hours during that year. Once this occurs the Human Resources Office will contact the LTE employee to set up a benefit orientation.