

## **TYPE 4 LIBRARY PROCEDURES**

Type 4 employees are temporary hourly employees with limitation on hours of work and duration of employment. They are hired for casual or temporary staff\* work and are not intended to be long-term employees. Procedures will vary according to the type of work required and whether they are exempt or non-exempt from the FLSA (Fair Labor Standards Act). Type 4 employees may work no more than 60 hours in a biweekly period. See Rutgers Policy 60.1.5

Type 4 employees hired in the libraries are non-exempt (NE) and subject to overtime pay for hours worked beyond 40 hours in a workweek. The job class payroll codes are:

04100 Clerical/Office/Library Assistant  
04400 Non-exempt Administrative/Supervisory

### **Reporting Rule**

The majority of library type 4 appointments are in the 04100-job class performing work comparable to union jobs. For those employees who work 20 hours or more in this category it is necessary to keep track of the length of the appointment. Inform the Libraries Human Resources Manager when the employee has been employed for 12 consecutive months and in turn, the Libraries Human Resources Manager will inform Labor Relations. Labor Relations will contact the AFSCME Local 1761 union to obtain a four-month extension.

Employees in this category whose employment is terminated after one year or less may be hired back after a break of one to two months.

### **Not Subject to the Reporting Rule**

1. Type 4 employees in the job class 04100 (clerical/library assistant) who work less than 20 hours. Hire type 4 employees in this job class to work 18 hours or less per week for 11 months with one month off the payroll.
2. Type 4 employees who work in the job class 04400 (non-exempt administrative/supervisory). These are Type 4 employees who work at the reference desk. They are to be given the title, *Reference Associates*. Type 4 employees hired to catalog, are to be given the title, *Catalog Associates*. They are non-exempt Administrative/Supervisory, paid hourly and assigned job class 04400. Hire type 4 in this job class for 11 months with one month off the payroll to work 60 hours or less in a bi-weekly period.

## **Benefits**

Type 4 employees, full and part-time, who work for 12 consecutive months and are retained will be enrolled in the PERS pension. The employing department pays the employer's share of the contributions.

## **Breaks**

Breaks for type 4 employees are at the discretion of the supervisor. They are not required to take an unpaid 15-minute break after 5 consecutive hours.

## **Employment of Relatives**

The children or other household members of regularly appointed employees are often hired to work during the summer months or at vacation time as type 4 employees. To avoid any conflict of interest, students and other temporary employees should not work in the same unit where their family members reside. See Rutgers Policy 60.1.1  
Employment of Relatives

## **Layoffs**

Units should cease to employ temporary employees before Type 1 employees are laid off. If the functions of Type 1 employees are of lesser priority than those functions performed by temporary employees, the unit should consider reassigning Type 1 employees to those temporary employee functions.

\*Type 4 procedures do not apply to faculty positions.