



1201 N.W. 16<sup>th</sup> Street Room # 2A105, Miami, Florida 33125

**PI**  
**Employee Hiring Form**

**This form is to be completed by the PI and submitted to the Executive Director (or designate) for approval.**

**Date** \_\_\_\_\_

**Principal Investigator** \_\_\_\_\_  
**Print name**

**Project or Administrative source of funds** \_\_\_\_\_  
**Print**

**Job Title** \_\_\_\_\_  
Attach a position description (PD) **Print**

**Date Needed** \_\_\_\_\_

**Employee Category**

This selection determines what level of benefits IF ANY the employee will be entitled to **(circle one)** For Part Time Regular indicate # of hours per week. Definitions are attached.

**Full Time Regular**

**Full Time Temporary**

**Part Time Regular** #hrs per week \_\_\_\_\_

**Part Time Temporary**

**Intermittent**

**If not FT or PT Regular, anticipated length of appointment** \_\_\_\_\_  
**Number of months**

**Prospective Employee's Name:** \_\_\_\_\_

*To be employed by SFVAFRE all potential employees MUST obtained WOC VA clearance and have a legal right to work in the United States and in this institution.*

**US citizen or Permanent Resident** (circle one) Yes No **If "No"** complete Visa information

Type of Visa \_\_\_\_\_ Expiration date \_\_\_\_\_

**Will the Foundation need to sponsor this individual?** (circle one) Yes No

**Pay rate per hour (non-exempt) OR Salary (exempt)** \_\_\_\_\_ **\$**

\_\_\_\_\_  
Principle Investigator signature

\_\_\_\_\_  
Executive Director (or designate) signature **Date**

## **Employee Categories and Benefit Eligibility**

### **Exempt Employee:**

An employee who is paid on a salaried basis and who regularly works in certain executive, administrative, or professional positions as defined by the Fair Labor Standards Act (FLSA) is an exempt employee. Exempt employees are paid on a salary for completion of their job and are not eligible for overtime.

### **Non-exempt Employee:**

An employee, whether paid on a salaried or hourly basis, who is covered under the Fair Labor Standards Act (FLSA). Non-exempt employees are eligible for overtime pay and certain rest and meal breaks. Most SFVAFRE employees are non-exempt. Each employee's status under FLSA will be determined upon hiring. See the Executive Director for any questions regarding status.

### **Full Time Regular:**

An employee who is hired to work at least 36 hours per week and whose appointment is expected to exceed 1,800 hours per year. Full-time employees with an appointment expected to continue for a year are eligible for all SFVAFRE benefits.

### **Full Time Temporary:**

An employee who is hired to work at least 36 hours per week with the expectation that he or she will be needed for a specified period of time of less than 12 months and less than 1,800 hours. In addition, at time of hire an employee whose immigration and right to work status expires in less than 12 months will be considered a temporary employee. Temporary employees are not eligible for SFVAFRE benefits\*.

### **Part Time Regular:**

An employee who is hired to work less than 36 hours per week on a regular schedule. Those whose appointment is expected to exceed 1,000 hours per year are eligible for all or some SFVAFRE benefits\*.

### **Part Time Temporary:**

An employee who is hired with the expectation that he or she will be needed for a specified period of time of less than 12 months and less than 1,000 hours per year. In addition, at time of hire an employee whose immigration and right to work status expires in less than 12 months will be considered a temporary employee. Part time temporary employees are not eligible for SFVAFRE benefits\*.

### **Intermittent:**

An employee who is hired with the expectation that he or she will be working with no set schedule on an "as needed" short term basis that total less than 1,000 hours per year. Intermittent employees are not eligible for SFVAFRE benefits\*.

\* One exception, commencing with their first day of employment, any employee who will be receiving an IRS form W-2 from the Foundation is eligible to enroll and contribute a portion of their pay, on a tax deferred basis up to the legal annual limits, into the Foundation's 403(b) retirement plan.