

## Irregular Employment Agreement Instructions

**Purpose:** An Irregular Employment Agreement (IEA) is used for the following reasons:

- **Non-SOU Individuals:** To appoint an individual who is not a current SOU employee to provide a specific, temporary service of an exempt nature (administrative or instructional) for less than 90 days, e.g. write a grant proposal, work on a short-term project. An appointment that continues beyond 90 days should be submitted on a “Proposal for Search and Employment” to enable Human Resource Services to comply with State benefit regulations governing employee eligibility for health insurance and retirement, and OUS rules regarding vacation and sick leave.
- **Current SOU Faculty or Administrators:** To compensate a current SOU exempt unclassified employee (not eligible for overtime) for a specific, temporary service that requires significant time and effort beyond regular work hours and responsibilities. The service should be for a limited period of time, typically less than 90 days.

**Appointment Methods:** For information about appointment methods that apply to faculty, staff, students, volunteers, and independent contractors, see **Appointment Methods** found on the forms and instruction page at [www.sou.edu/personnel](http://www.sou.edu/personnel) or by contacting Human Resource Services at 2-6315, 2-6512 or 2-6511.

### Initiating and Completing an IEA:

- Before entering into an IEA with an individual, the person initiating the appointment should obtain verbal approval from that individual’s supervisor (e.g. Chair works with Dean).
- Enter all information on the IEA Form (No blanks, please!).
  - Describe the service/assignment to be performed in concise detail. Please avoid one-word descriptions.
  - If information is missing or the description of services is unclear, Human Resource Services will contact the department and may return the IEA for completion.
  - Submit the form for signature before the beginning date of employment (absent extenuating circumstances) and circulate in the following order:
    - **Payee** - to agree to compensation and services to be provided
    - **Chair/Manager/Supervisor** – to initiate request for service
    - **Dean/Director/Vice President/President** – for authorization and confirmation of funds
    - **Provost** – if an appointment is funded by the Provost’s Office.
    - **Budget Office** – to confirm index codes and sufficient funds
    - **HRS, Payroll/Benefits Office** – to confirm appointment type and process payment
- The Payee cannot authorize payment to herself/himself for services provided under an IEA.
- The hiring department/division, as the office of record, is responsible for maintaining documentation supporting an employment action under an IEA, and may be requested to provide it to confirm the appointment, work performed, and method of payment.