



THE CATHOLIC UNIVERSITY OF AMERICA
Compliance and Ethics Program
<http://compliance.cua.edu/>

How Do I Hire Staff Employees?

Contact the Office of Human Resources (HR) (tel. 202-319-5050) **as soon as the need to hire a staff employee arises**. This includes temporary hires, student employees and interns. The Director of Employment will help you navigate the requirements of the [Employment Practices and Procedures Policy](#), and will streamline the process and help you avoid legal risks and delays.

Don't let employees (even temporary hires, student employees or interns) work before the formal hiring process is complete! The risks:

1. The individual's eligibility to work in the U.S. must be verified within the first 3 days of employment or the University is subject to federal audit or fine;
2. If the individual turns out to be ineligible to work there is risk of additional federal audit or fine;
3. If the individual has worked (eligible or not) they likely must be paid, but it is likely they will be paid late, raising the risk of additional federal and/or D.C. audit or fine; and
4. They may have a criminal record that does not meet CUA standards for hire.

Per the [Background Investigation Policy](#) background investigations must be completed for all full-time faculty members, and for all full-time, part-time, temporary, and non-CUA student employees.

When hiring temporary employees you must be aware up front that they may not work more than 1,000 hours for CUA in a given calendar year or they may be entitled to back benefits. This poses an additional risk. (See the [Definition of Employment Status Policy](#).) Also note that full-time CUA students working for the University may not work more than 19 hours per week. See the [Categories of Employment Policy](#).