To: Managers/Supervisors

From: Julius Hilburn  
Director, Office of Human Resources

Subject: Clarification of PEAK People Temporary Services Policy

Date: April 22, 2005

PEAK People Temporary Services was developed by the Office of Human Resources (OHR) to provide a cost-effective way to fill the temporary staffing needs of the University of Oklahoma. This memo outlines a clarification of the policy regarding the use of PEAK personnel.

Effective May 1, 2005, all PEAK personnel will be required to sign an acknowledgement outlining the terms of their appointment. This acknowledgement confirms that:

1) The hours of work are not guaranteed and assignments are temporary and may end at any time.

2) PEAK personnel are not eligible for any of the University of Oklahoma’s benefit programs, except the 403(b) and 457(b) voluntary retirement programs.

3) PEAK personnel are subject to all rules and regulations of the University of Oklahoma.

Beginning May 1, 2005, OHR will monitor PEAK personnel's work hours to insure that the distinction between temporary personnel and benefits eligible staff is enforced. PEAK personnel who work long-term assignments in the same department must take a four week break from that department after working 1040 hours in any rolling twelve month period. To help departments manage PEAK assignments consistent with this policy, OHR will provide notice when long-term PEAK assignments reach 900 hours.

Any request to exceed the 1040 hour work restriction must be made by the employing department to the Assistant Director of Employment and Compensation Services at least two work weeks prior to reaching the 1040 hour limit. During any enforced break period from a continuous assignment, personnel can continue to work PEAK assignments in other university departments. PEAK personnel working intermittent assignments do not require a break-in-service between assignments.

Retirees participating in the Oklahoma Teachers’ Retirement System (OTRS) must have a sixty (60) day break-in-service with the university after retirement before they are eligible to accept work assignment through PEAK People Temporary Services. Retiree work hours will not be monitored, but they will be advised that OTRS has established earnings limits for retirees who return to work.

If you have questions or need more information regarding PEAK People Temporary Services, please call the PEAK program administrators at 325-1826.