



Policies and Procedures
for
Temporary Recruitment

DRAFT



EMPLOYMENT OF TEMPORARY SPA EMPLOYEES

STATEMENT OF POLICY

This policy is established to create uniform guidelines for the employment of temporary employees and applies to all University departments hiring temporary staff. This policy is intended to comply with the Office of State Personnel regulations, as they may change from time to time, and where such policies conflict, the Office of State Personnel regulations will prevail.

DESCRIPTION AND DURATION OF EMPLOYMENT

A temporary SPA employee is defined as any employee subject to the State Personnel Act hired without expectation or commitment of continued employment whose duties are classified in accordance with the State of North Carolina classification system, as may be changed from time to time. A temporary employee may be hired to meet immediate or short term work assignments without advertising or EEO/AA monitoring.

A temporary appointment normally should not exceed three to six months. Upon request, the Office of State Personnel shall approve a longer period of time. Such request, along with a justification, must be submitted to the Department of Human Resources. An extension request must be submitted fifteen (15) days in advance of the end of the approved period to prevent work disruption and to allow sufficient processing time.

In no case shall the temporary employment exceed twelve (12) consecutive months. When a temporary employee has worked for twelve (12) months, he/she must be terminated from the University. A temporary employee that has been separated from the University after twelve or fewer months must have a one month break in service before the employee can be hired into another temporary appointment.

Prior to beginning work, a temporary employee must sign a statement that indicates his/her employment will be terminated at the end of twelve months of continuous employment. The appointment, however, may end any time prior to that date.

EXCEPTIONS

This policy does not apply to any student and retired employee. A student is exempt from the twelve months maximum limit. A retired employee is one who receives a retirement income and/or social security benefits. A retiree may have temporary appointments for more than twelve months if they sign a statement confirming that they are not available for nor seeking permanent employment.

Effective Date: These amendments become effective upon approval by Board of Trustees.

Amended: This 6th day of June 2014

Debra B. Miller, Chairman
WSSU Board of Trustees

Vivian H. Burke, Secretary
WSSU Board of Trustee

Temporary Hiring Procedures

Hiring managers must complete WSSU Temporary Personnel Action and Request for Temporary Recruitment forms and, if required, the Request for Vacancy Review Request form. All forms must bear all required signatures and, depending on the funding source, follow the below procedure(s):

For Temporary Non-Student State-funded, Auxillary-funded, and Title III Grant-funded Positions:

1. At least 21 days prior to the anticipated start date, when possible, the Hiring Manager prepares Temporary Personnel Action, Request for Temporary Recruitment, and Request for Vacancy Committee Review forms to request a temporary appointment. (These forms are located on the Human Resources – HR Forms webpage.) Please note that job termination dates cannot extend beyond June 30 of the current fiscal year.
2. The appropriate Dean or Vice Chancellor approves the request for temporary employment and forwards the forms to the Vacancy Committee for review.
3. The Vacancy Review Committee reviews and approves the request.
4. Once the hire is approved by the Vacancy Review Committee, the forms must be scanned and emailed to the Budget & Analysis Office at personnelaction@wssu.edu.
5. The Budget Office reviews the request for availability for funds and once approved, electronically forwards the request to the Human Resources Office for review and processing.
6. Human Resources will review the budget documents, check to ensure that the request does not exceed 12 consecutive months, validate salary requirements, and enter the employee/job information into the Banner/Payroll system.
7. Upon receipt of properly completed and approved budget documents, Human Resources will contact the proposed employee via email with the Temporary Appointment Acceptance Letter and any other required employee forms, e.g., tax withholding, direct deposit, and criminal background check release forms. A copy of the email will also be forwarded to the employee's supervisor to keep them apprised of the status.

Note: Human Resources is willing to accept a completed criminal background check release form for an approved potential employee prior to receipt of approved budget documents which will shorten the wait time for an employee to be authorized to begin working. **Under no circumstances should an employee begin working prior to authorization from Human Resources.**

8. After receipt of satisfactory criminal background check results, the supervisor will be notified by Human Resources that the employee has been authorized to begin work. Employees are not authorized to begin work prior to the receipt of both the budget documents and a satisfactory criminal background check. **Under no circumstances shall a supervisor/hiring manager allow a temporary employee to start work prior to authorization by Human Resources.**

For Temporary Students (including Grad Assistants) and Non-Title III Grant-funded Positions:

1. At least 21 days prior to the anticipated start date, when possible, the Hiring Manager prepares Temporary Personnel Action and Request for Temporary Recruitment forms to request a temporary appointment. (These forms are located on the Human Resources – HR Forms webpage.)

In order to avoid grant billing complications and processing delays, the paperwork for grant-funded positions should not extend past the end of the current grant term (typically September 30 of each year). If you do not know exactly when your grant ends, before you prepare your personnel action documents, please contact the Contracts & Grants Office located in Room 209, Eller Hall. Their telephone number is 336-750-2734.

2. After completion of the forms and inclusion of all required signatures, the student forms must be scanned and emailed to the Budget & Analysis Office at personnelaction@wssu.edu. Forms for grant-funded positions must be scanned and emailed to Contracts and Grants at grantspersonnelaction@wssu.edu.
3. The Budget Office/Contracts and Grants review the request for availability for funds and once approved, electronically forwards the request to the Human Resources Office for review and processing.
4. Human Resources will review the budget documents, check to ensure that the request does not exceed 12 consecutive months, validate salary requirements, and enter the employee/job information into the Banner/Payroll system.
5. Upon receipt of properly completed and approved budget documents, Human Resources will contact the proposed employee via email with the Temporary Appointment Acceptance Letter and any other required employee forms, e.g., tax withholding, direct deposit, and criminal background check release forms.

Note: Human Resources is willing to accept a completed criminal background check release form for an approved potential employee prior to receipt of approved budget documents which will shorten the wait time for an employee to be authorized to begin working. **Under no circumstances should an employee begin working prior to authorization from Human Resources.**

6. After receipt of satisfactory criminal background check results, the supervisor will be notified by Human Resources that the employee has been authorized to begin work. Employees are not authorized to begin work prior to the receipt of both the budget documents and a satisfactory criminal background check. **Under no circumstances shall a supervisor/hiring manager allow a temporary employee to start work prior to authorization by Human Resources.**

Work Study Temporary Positions

If applicable, students who have been awarded federal work study funds are notified of their award by the Financial Aid Office.

Once a student has been notified of and has accepted his/her award, they will meet with the Career Services Office for assistance in locating a job. Career Services provides the student with a Work Study Authorization form, which is their funding document.

When a work study student has secured a position for employment, the student's supervisor will fill in their portion of the Work Study Authorization form and the student will deliver the form to a Human Resources document intake session held each Wednesday between the hours of 2 – 4 p.m. The work study must have a job secured and their Work Study Authorization form completed before coming to a document intake session.

After receipt of the Work Study Authorization form, the student is then authorized to begin working and copies of the form are returned to Career Services and Financial Aid for their records.

THE FOLLOWING APPLIES TO ALL TEMPORARY EMPLOYEES:

1. All temporary employees must complete a State application online on the WSSU Jobs website located at <https://jobs.wssu.edu>. It is not necessary to apply for a posted position in order to complete an application.
2. It is the policy of WSSU that employment shall be offered based upon the job-related qualifications of applicants using fair and valid selection criteria.
3. Human Resources will verify the temporary employee's identity and eligibility for employment by requiring completion of the Federal I-9 form on the first day of work; temporary employees will also be required to complete tax-withholding forms (W-4 and NC-4), and direct deposit enrollment forms.
4. All temporary employees, with the exception of work study students, must have a criminal background check prior to beginning work and are not authorized to begin working prior to receipt of a satisfactory criminal background report. Criminal background checks are performed on at least an annual basis. The University reserves the right to conduct a criminal background check review for a current employee if circumstances indicate criminal activity by this employee may have occurred.
5. Benefits: Temporary employees do not receive State benefits and are not eligible to participate in optional deduction programs, with the exception of the 403(b) retirement savings plan. If interested in the 403(b) retirement savings plan, temporary employees may visit the following link: myapps.northcarolina.edu/hr/benefits-leave/retirement/unc-403b/, or contact the Human Resources Benefits Coordinator at 336-750-8727.
6. Payment and Pay Dates for Bi-weekly Temps: Temporary employees who are paid by an hourly rate are paid on each bi-weekly Friday, for all hours worked

through the end of the previous pay cycle. First paychecks for temporary employees will be mailed to the employee's home address. Subsequent paychecks will be direct deposited into the employee's designated bank account.

7. Payment and Pay Dates for Monthly Temps: Certain temporary employees are paid on a flat-rate, monthly basis. In that instance, the pay date would be on a once-a-month basis, with paychecks being deposited/mailed on the last business day of the month. First paychecks for temporary employees will be mailed to the employee's home address. Subsequent paychecks will be direct deposited into the employee's designated bank account. Flat-rate, monthly temporary employees are not required to submit a time sheet to the Payroll Department although it is recommended that supervisions keep a record of employees' time worked for departmental records.
8. Time sheets for bi-weekly temporary employees must be submitted electronically to the employee's supervisor no later than midnight of the first day (Monday) of the next two-week pay cycle. Supervisors must approve timesheets and submit them electronically to the Payroll Department no later than noon of the following day (Tuesday). The timesheet deadline dates are defined by the Payroll Department and are set forth on a schedule which can be found on the HR webpage: <http://www.wssu.edu/administration/human-resources/default.aspx>. **Failure to adhere to the timesheet submission deadlines by either the employee or the supervisor/timesheet approver could result in delayed or nonpayment until the next pay cycle.**
9. Temporary employees are not authorized to work overtime and may not work more than forty (40) hours per week. **On rare occasions and with written approval of the respective Vice Chancellor, temporary staff may work overtime in order to perform duties that are essential to departmental operations and for which there are no alternative solutions.** Further, unless pre-approved in writing, temporary employees are not allowed to work when the university is closed.

The Office of State Human Resources Manual policy on [Work Hours and Overtime Compensation](#) for permanent law enforcement officers is also applicable to temporary law enforcement officers.

10. In the event that a temporary position needs to be extended beyond its original termination date, Steps 1-8 for non-student temps or Steps 1-6 for student temps must be repeated in their entirety with the appropriate start/termination dates indicated on the new paperwork. The box for Extension should be checked for non-students and the box for Reappointment should be checked for students.
11. The same procedure indicated in #10 of this section would apply for salary adjustments and/or fund code changes and the appropriate box should be checked to indicate the type of action needed.