

Temporary Employee Hiring Process

1. Establish need for a temporary employee and discuss with internal program management.
2. Confirm funding availability with Branch/Program Staff and if issues, consult with Division Budget Office.
3. Once funding is confirmed, initiate a Request for Temporary Employee form. All fields are required; attach grant budget narrative for non-state funded positions.

Note: The Hiring Manager should identify the most appropriate graded or banded class and associated pay range for each job placement. They should also define the specific job duties, skills, and knowledge requirements for the position. This information is essential for the HR Classification Manager to verify that the proposed position requirements match the class/range selected and to ensure that the compensation is equitable to that of our permanent employees. More information is available at the OSP Classification Specifications & Salary schedule links:

<http://www.osp.state.nc.us/Guide/CompWebSite/index.htm>

http://www.osp.state.nc.us/Guide/CompWebSite/Compensation_Web_Site.html#current

4. A new request for temporary employment is required if there are changes to compensation and classification, or an increase to compensation above original approval hourly rate.

Questions or special situations should be directed to the HR Classification Manager.

If the request is for a banded position, a completed Career Banding Assessment form will be required before the job order is placed. See Link: <http://www.osp.state.nc.us/Guide/CompWebSite/profiles.htm>

5. Hiring manager/Branch Head or designee both sign form.
6. Forward signed form to Human Resources Personnel Analyst.
7. Personnel Analyst enters information into the Temporary Employee Tracking Spreadsheet in receipt of request and reviews for accuracy.
 - a. If incorrect or incomplete – return to program initiator.
 - b. If correct, assign number to the temporary position and send email to initiator.
8. Personnel Analyst forwards form to HR Classification Manager for review and approval. HR Manager serves as back up.
 - a. Approved form is initialed and returned to the Personnel Analyst for further processing.
 - b. Corrections or changes are reviewed with program area via email or phone by Personnel Analyst for additional information/justification if needed.
9. Personnel Analyst logs all required information except for the lapsing salary data. The Personnel Analyst then forwards form to the Salary Control Officer. The Salary Control Officer back-up is the Special Projects Officer.
10. The Salary Control Officer distributes form to the assigned Budget Officer. The assigned Budget Officer verifies funds availability and returns form to the Salary Control Officer. In the event that data is inaccurate or

funds are not available or corrections are required, the form is returned to the program via HR. If okay, the Salary Control Officer logs and forwards to the Chief Budget Officer, listing lapsing salary information.

11. Chief Budget Officer reviews/signs form and places in a designated bin for the Personnel Analyst to pick up who then:
 - a. Logs approval
 - b. Emails Hiring Manager, notifying approval with attached form.
12. Hiring Manager initiates job order to Temporary Solutions by going on link at:
<http://www.osp.state.nc.us/Recruit/tempsolu/index.htm>
Note: Temp Solutions is the employer of choice and all other agencies are used as a special skill/case and by exception only. The Deputy Division Dir. reviews exceptions and makes recommendations. An approved DPH Temporary Employee Order Form must be included with the Temporary Solutions job order.
13. Processes for form are available and detailed at Temporary Solutions.

Note: Most Temporary Solutions assignments are for a period of eleven consecutive months or less. Students are exempt from the eleven-month maximum limit, as long as they are in school and attending classes full time, which would render them unavailable for full time work. Retired employees are also exempt from the eleven-month maximum if they are drawing a retirement income and/or social security benefits. While the Placement Counselors track the time an employee is on the job, the agency is responsible for monitoring this as well, to ensure compliance with State Policy.

Retirees from the Teachers and State Employees Retirement System must adhere to the retirement system's rules concerning allowable earnings as well as the required waiting time before re-employment with the state.

14. Hiring manager is responsible for interviewing and selecting applicant.
15. Once an applicant is selected, hiring manager notifies Personnel Analyst via email providing name, start date and salary status. Hiring manager has final responsibility for tracking the time as applicable (work 11 months then 31 day break) and budget for temporary positions.
16. Hiring Manager notifies Personnel Analyst by email if change in employee in same position during the approved time period.
 - a. Hiring Manager will also notify Personnel Analyst via email, the hire date/reinstatement date and hourly salary of all temporary employees.
 - b. Hiring Manager will notify Personnel Analyst via email of last day worked (separation date) of all temporary employees and if the position is to be re-filled.