

PIEDMONT TECHNICAL COLLEGE



PROCEDURE

PROCEDURE NUMBER: 8-7-1000.2

PAGE: 1 of 3

TITLE: Temporary Hiring Process

RELATED POLICY AND PROCEDURES: 8-7-100 SBTCE Employment Practices
8-7-100.1 SBTCE Employment Practices
8-7-100.2 SBTCE Temporary Employment

DIVISION OF RESPONSIBILITY: Business and Finance

June 20, 2013

June 29, 2015

June 29, 2015

Date Approved by President

Date of Last Review

Date of Last Revision

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Administrative Responsibilities

The Human Resources Director, the Vice President for Business and Finance are responsible for the review and revision of the procedures.

Definitions

A. Temporary employee—a full-time or part-time employee who does not occupy a Full Time Equivalent (FTE) position, whose employment is not to exceed one year, and who is not a Covered Employee.

B. Covered employee - a full-time or part-time employee occupying a part or all of an established full-time equivalent (FTE) position (classified employees, unclassified non-teaching personnel, and institutional officers, excluding the College President) who has completed the probationary period of twelve (12) months and has a “meets” or higher overall rating on the

PIEDMONT TECHNICAL COLLEGE



PROCEDURE

PROCEDURE NUMBER: 8-7-1000.2

PAGE: 2 of 3

employee's performance evaluation and who has grievance rights. Faculty at state technical colleges are covered upon the completion of not more than two full academic years' duration.

Procedures

A. Procedural Responsibilities

1. It is the responsibility of the administrative assistant or the Hiring Official to process the temporary agreement according to the work that has been assigned to the temporary employee.
2. The appropriate Vice President is responsible for approval of the temporary agreement.

B. Hiring Process

1. Hiring Official opens a requisition in NeoGov and assigns approval levels: The following levels are required: Level 1: Budget/Finance; Level 2: Originator's Direct Supervisor; and Level 3: Vice President.
2. When Human Resources receives an approved requisition the position will be advertised in order to receive applications and build a candidate pool.
3. Human Resources refers candidate pool to Hiring Official. The referred list will be accessible by the Hiring Official within five days of the advertised posting and weekly until the closing date or until filled.
4. Hiring officials/committee reviews applicants for qualifications and schedules/conducts interviews of top selected candidates. Hiring Official updates NEOGOV with interview status and moves non-qualified candidates to rejected status based upon qualifications. Background Check Release Forms are completed at the interview.
5. After interviewing selected candidates, Hiring Official identifies the top candidate, conducts personal reference checks and moves selected candidate to hired in Neogov.
6. Upon acceptance of verbal offer, the hiring official will submit the completed Background Release to HR for processing.
7. HR will notify the Hiring Official to proceed.

PIEDMONT TECHNICAL COLLEGE

PROCEDURE



PROCEDURE NUMBER: 8-7-1000.2

PAGE: 3 of 3

8. When proceeding, HR will email the new hire packet to the candidate with instructions and the hiring official notification that the email was sent.
 - a. The selected candidate for hire should not begin work until the completed packet is received and processed.
 - b. Hiring official completes Faculty Qualification Certification for teaching positions and sends for signatures (this is a part of the packet that needs to be complete prior to start).
9. The supervisor completes a [Temporary Employment Agreement](#) with the employee to cover the work that will be assigned. Completed employment agreements must be approved by the hiring official and the appropriate institutional officer before the new employee may begin working.
 - a. If the individual to be employed is currently a state employee, a completed [Dual Employment Form](#) must also be submitted with the employment agreement.
 - b. Dual Employment Forms must be completed and approved by all parties involved before work may commence.
10. Temporary employment agreements may not exceed six (6) months or one (1) semester and should not cross over into a new fiscal year.
11. Rates of pay for part-time/temporary positions are established by the Hiring Official and Human Resources.