



PIEDMONT TECHNICAL COLLEGE PROCEDURE

PROCEDURE NUMBER: 8-7-1000.2

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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: Human Resources

<u>June 20, 2013</u>	<u>November 2, 2021</u>	<u>November 2, 2021</u>
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 THE SC STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION / THE SC TECHNICAL COLLEGE SYSTEM.

Administrative Responsibilities

The Vice President for Human Resources is responsible for the review and revision of the procedure.

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 employee’s performance management system evaluation and who has grievance



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rights. Faculty at state technical colleges are covered employees 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 Institutional Officer is responsible for approval of the temporary agreement.

B. Hiring Process

1. The Hiring Official creates a requisition in and assigns the following approval levels:
 - Level 1: Budget/Finance;
 - Level 2: Originator's Direct Supervisor; and
 - Level 3: Institutional Officer.
2. When Human Resources receives an approved requisition, the position will be advertised, applications will be accepted, and a candidate pool created.
3. Human Resources refers qualified candidates to the 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 position is filled.
4. Hiring official reviews applicants for qualifications, schedules, and conducts interviews with the top selected candidates. The Hiring Official updates NeoGov with the interview status and moves non-qualified candidates to the rejected status based upon qualifications.
5. After interviewing selected candidates, the Hiring Official identifies the top candidate, and submits the completed Background Release to Human Resources for processing.



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6. Human Resources will notify the Hiring Official when to proceed in the hiring process. The Hiring Official will then move the top candidate to hired status in the system with a start date once the top candidate has been cleared for hire.
7. The candidate will receive an email with instructions and forms to be completed for the process. The Hiring Official will receive notification that the email was sent.
 - a. The selected candidate for hire should not begin work until all tasks are completed and requested documents are received and processed.
 - b. Hiring Official completes the Faculty Qualification Certification Form for teaching positions and routes the form for signatures
8. The supervisor completes a Temporary Employment Agreement for Staff or Temporary Employment Agreement for Academic Affairs with the employee to cover the work that will be assigned for temporary staff employment. For adjunct hires, the employment agreement is processed through FLAC once courses are assigned. Completed employment agreements must be approved by the hiring official and the appropriate institutional officer on or before the new employee begin working.
 - a. If the individual to be employed is currently a state employee, a completed Dual Enrollment 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.
9. Temporary employment agreements may not exceed six (6) months or one (1) semester and should not cross over into a new fiscal year or calendar year.
10. Rates of pay for part-time/temporary positions are established by the Hiring Official and Human Resources.