

PIEDMONT TECHNICAL COLLEGE

PROCEDURE



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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

June 20, 2013

October 24, 2018

October 24, 2018

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 Associate Vice President for Human Resources is 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

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employee's performance management system evaluation and who has grievance 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 NeoGov 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 built.
3. Human Resources refers the candidate pool 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.
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 NeoGov with a start date and enter hourly rate of pay once the top candidate has been cleared for hire.

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7. The candidate will receive an email with instructions of 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 the completed packet is 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](#) 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 on or before the new employee 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.
9. Temporary employment agreements may not exceed six (6) months or one (1) semester and should not cross over into a new fiscal year.
10. Rates of pay for part-time/temporary positions are established by the Hiring Official and Human Resources.