EMPLOYMENT OF TEMPORARY SPA EMPLOYEES AND ADDITIONAL CAMPUS EMPLOYMENT OF SPA EMPLOYEES

Authority: Director of Human Resources

History: Effective January 1, 1992; Reformatted February 1, 2007; supersedes former Policy No. HR 1.30

Source of Authority: UNC Policy (HR 130)

Related Links: Office of State Personnel Manual

Responsible Office: Human Resources

The policy has been reformatted to meet new UNCW guidelines. A content review is pending. Contact Human Resources with any questions.

I. Purpose

Establishes uniform guidelines for the employment of temporary SPA employees and the initiation of supplemental payments to current SPA employees for additional temporary campus employment.

II. Scope

Applies to all university departments and activities hiring SPA staff. This policy does not apply to:

A. SPA employees hired against permanent positions on time-limited appointments. (See Procedure 08.110)

B. Temporary employees hired through contract service agencies such as Norrell or Manpower. (Contact Purchasing.)

III. Policy

A. Descriptions and Duration of Employment

1. Temporary SPA Employee. 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. Temporary appointments typically range from a few days to a few months. Temporary employees may not work more than 12 consecutive months.
Temporary SPA employees may be hired against SPA regular or temporary salary funds.

2. Time-limited Permanent SPA Employees A time-limited permanent SPA employee is defined as any employee subject to the State Personnel Act hired for a predetermined period (typically from six to 36 months, but not for less than six months) against a permanent SPA position supported by regular SPA or contract and grant salary funds. This type of appointment is distinguished from a temporary appointment by the longer length of employment and from a regular permanent appointment by its limited duration.

B. General Statements Regarding Employment

1. Employment of Temporary SPA Employees. Temporary SPA employees may be hired by department heads and directors to meet immediate or short-term work requirements without advertising or EEO/AA monitoring provided by Procedure (08.110).

Pay rates are subject to prior approval by Human Resources based on the nature of duties assigned and must be consistent with the classifications of permanent SPA positions. Pay rates are generally defined as hourly rates, but may be defined as flat rates in certain circumstances.

2. Additional Campus Employment of SPA Employees Current SPA employees holding probationary, permanent, or time-limited permanent appointments may be hired in temporary capacities by other university departments with the permission of the employee's home department, provided such employment is occasional, sporadic, and not related to the employee's primary appointment.

Work related to the employee's primary job duties, even if performed for another university department, must be paid at the employee's regular rate, recorded on the employee's regular time sheet and is subject to overtime reporting (if applicable).

C. Benefits

1. Temporary employees do not receive state benefits and are not eligible to participate in optional deduction programs.

2. Time-limited permanent SPA employees receive the same state benefits as received by other permanent SPA employees.

IV. Procedures

A. Recruitment
After determining that funds are available in the appropriate budget line(s), the requesting department should contact the Employment Services Coordinator in Human Resources for assistance in obtaining a temporary employee or for assistance regarding additional campus employment of a current SPA employee.

B. Rate Determination

Based on the nature of duties to be assigned, Human Resources will provide an appropriate pay rate or pay range. Department heads and directors must obtain prior approval for temporary pay rates before extending a commitment to a prospective employee.

C. Initiating Temporary Employment

Once the employee and pay rate have been determined; the requesting department should complete Form HR 1.30 (Request for Personnel/Payroll Action for SPA Supplemental Payments & Non-Student Temporary Employees) according to preparation instructions. Forms may be ordered from the U-Business Web site.

D. Instructions for Form HR 1.30

This form is a five-part set consisting of an original (white) and four copies (green, yellow, pink, and goldenrod). Forms should be initiated at the department level and signed by the department head, director, or individual exercising hiring authority. The requesting department may retain the goldenrod copy of the form before forwarding the remaining copies of the form for "authorization to charge" and Sponsored Programs approvals, if necessary. The form is then forwarded to the Employment Services Coordinator in Human Resources for completion, approval of the pay rate, and final distribution of the form as indicated. The pink (confirmation) copy of the form will be returned to the originating department. Attach required documentation, as defined in Section D.4.

The instructions below represent only those items requiring additional clarification. All shaded areas should be left blank.

1. Line 1 - Effective date is the first day the employee is to work.

2. Line 2 - Description of action: Indicate one of the following, as appropriate: New Hire, Supplemental Payment, Change in Status.

   Current Status: Check the appropriate box to indicate status of the proposed employee prior to acceptance of the position covered by this form.

3. Line 3 - Indicate the proposed employee's name as it appears on the employee's Social Security card. Verify the Social Security account number from an original issue Social Security card, if possible.
4. Line 4 - Enter proposed classification title and pay rate. Contact the Employment Services Coordinator in Human Resources for assistance in determining appropriate titles and rates.

5. Line 5 - Indicate the dates the assignment will begin and end. If you are unsure of the end date, enter an approximate date (e.g., Approx. 3-31-92). Indicate the average number of hours per week you expect the employee to work. Enter the position number ONLY if you have permission from Human Resources to have the employee work against a vacant permanent position.

6. Line 6 - Give a brief description of what tasks the employee will be performing. If a flat rate is being paid, give the payment basis (e.g., six-day seminar working approx. three hours per day). An employee must be paid at least minimum wage; and the basis for payment must show that the pay rate is at least minimum wage.

7. Line 7 - Salary disbursement schedule:
   a. For temporary employees paid on a hourly rate, the disbursement schedule is predetermined and need not be entered.
   b. If you have received approval to hire an employee at a flat rate for a specific job, enter the disbursement schedule desired.

8. Line 8 - Enter the FRS account number (UNCW six-digit account number) and the object code to be charged. To split flat rate salaries, show actual amount of salary to be charged to each account. To split hourly rate salaries, show the percentage to charge to each account in the salary column.

E. Documentation Required

When a new temporary employee is being hired, attach the following documentation to Form HR 1.30 before forwarding to the Employment Services Coordinator in Human Resources:

1. Form PD-107 (State Application for Employment). Attach if this is the employee's first assignment in 12 months.

2. Completed W-4 forms (Federal Tax Withholding) and NC-4 forms (North Carolina Tax Withholding). Attach if the employee did not receive a pay check last month.

3. Completed Form I-9, INS (Immigration & Naturalization Services) Employment Eligibility Verification. Attach if this is the employee's first assignment in 12 months.

4. If Form I-9 is not completed and verified by the end of the second day of employment, federal regulations require that employment be discontinued.
Additional documentation is not required for current SPA employees being employed in a supplemental role by another department.

F. Payment and Pay Dates

Temporary employees and supplemental payments for work performed on an hourly basis are paid the 15th of each month, for all hours worked through the end of the previous month. Time sheets for employees paid on an hourly rate must generally be submitted to the Payroll Office by 4 p.m. the first workday of the month, to be paid on the 15th. Exact deadlines are published each month in the Campus Communiqué and in temporary employee reports provided monthly to managers employing temporary employees.

Supplemental payments for SPA employees paid on a flat rate basis are paid together with regular earnings on the following month-end payroll. Payments are made based on Form HR 1.30; it is not necessary to make any entries on a time sheet.