I. Purpose

This policy establishes uniform guidelines for the employment of temporary SHRA employees and the initiation of supplemental payments to current SHRA employees for additional temporary campus employment.

II. Scope

This policy applies to all university departments and activities hiring SHRA staff. This policy does not apply to:

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

B. Temporary employees hired through contract service agencies (contact Purchasing).

III. Policy

A. Descriptions and Duration of Employment

1. Temporary SHRA Employee: A temporary SHRA employee is defined as any employee subject to the State Human Resources 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 SHRA employees may be hired against SHRA regular or temporary salary funds.

2. Time-limited Permanent SHRA Employee: A time-limited permanent SHRA
employee is defined as any employee subject to the State Human Resources Act hired for a predetermined period (typically from six to 36 months, but not for less than six months) against a permanent SHRA position supported by regular SHRA 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 SHRA Employees. Temporary SHRA employees may be hired by department heads and directors to meet immediate or short-term work requirements.

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 SHRA positions.

2. Additional campus employment of current SHRA employees holding probationary, permanent, or time-limited permanent appointments is permitted if they are 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 SHRA employees receive the same state benefits as received by other permanent SHRA employees.

IV. Procedures

A. Recruitment

After determining that funds are available in the appropriate budget line(s), the requesting department should contact recruitment in Human Resources for assistance in obtaining a temporary employee or for assistance regarding additional campus employment of a current SHRA 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 the work assignment in HR Online.

D. Posting Positions for Temporary Employment

Once a position has been determined and a pay rate confirmed, the hiring official or their designee will post the position in PeopleAdmin. The position may either be filled by a single-incumbent or by multiple incumbents. If being filled by a single-incumbent, then an EEO analysis will be conducted and second look candidates provided if appropriate. The second look is an analysis of referred applications and proposed interview pools to identify adverse selection mechanisms in the screening process. This analysis may result in the hiring official being asked to conduct a “second look” at the qualifications of qualified men and women from all racial, ethnic, or other minority group applicants who did not progress in the search. A hiring proposal will be completed in PeopleAdmin for a single-incumbent position.

E. Documentation Required

Prior to an offer being made, a criminal background check is required to be completed for any positions that will have unsupervised contact with students or minors. When a temporary employee is hired a completed I-9, INS (Immigration & Naturalization Services) form must be completed on the first day of employment. In addition, the appropriate W-4 forms (Federal Tax Withholding) and NC 4 forms (North Carolina Tax Withholding) must be completed in order for payment to be made.

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. Electronic time sheets for employees paid on an hourly rate must generally be submitted by the first workday of the month, to be paid on the 15th.