



Temporary Hiring Process

Scott Klahsen, Human Resource Services

December 5, 2012

Good morning. My name is Scott Klahsen. I am currently the Merit Employment Coordinator in HRS. Back in September, as you may know, there were changes to the process in HRS for hiring temporary employees. I want to take this opportunity to kind of talk about the current process and also talk about the resources that are currently on the web site, as well. As I talk about the process, I'll click on the web site, as well, and actually show where all of the resources are available.

From the HRS web site, down in our "Toolkit" we have two new links that weren't available before. As you see toward the bottom, we have "Staff Hiring for Non-Temporary" and also "Staff Hiring for Temporary". So, if you click on "Staff Hiring for Temporary" it will take you to the hiring temporary employees web page. This applies to both Merit and also Professional and Scientific employees. We'll kind of cover a few of the things and general information that is included on this web site. The first thing I want to talk about, basically, is employment limits. The one main thing that changed with the policy change, basically the procedure change, is that for Professional and Scientific it is limited to a one year period of time. As opposed to before, it was a two year limit. So right now there is one year for Professional and Scientific, and also for Merit it is limited to 780 hours in a fiscal year.

The next section talks about pay. Professional and Scientific temporary employees fall within the Pay Grade I pay matrix. So, it does give you a link to the pay matrix. So, also Professional and Scientific will have to fall within the minimum and maximum for a Pay Grade I. If this were an hourly position, that equates to 12 hours 25 cents is the minimum rate for an hourly, temporary position. For Merit employees, generally, they are paid an entry level wage for that classification that they are working. So, if you are hiring a temporary Secretary I, for example, the pay would be at entry level wage for a Secretary I.

Next, I'd like to highlight the benefits. As before, for Professional and Scientific temporary employees, in order to be benefits eligible, they have to have at least be 9 month employment and 20 or more hours per week. They would be eligible for health, dental, vision, a dependent care flexible spending account, and also IPERS. For Merit employees for temporary staff, generally, they are not eligible for benefits unless they meet the criteria for IPERS eligibility.

The bottom of the page talks about the steps for hiring temporary employees. The first step under the new process would be there is a new temporary hire pre-approval form. Once I go through the steps, I'll show you where to find it. So, the first step would be completing the temporary hire Pre-Approval Form and then you would route those for signatures up to the VP level. Once the VP level signs off on those

and they get forwarded to our office and actually HRS will review the temp hire form and based on the duties will determine whether it would fall within a Professional and Scientific or a Merit classification. Once we approve it, basically, we will scan and then email it back to the department. For the second step in the process, you would determine which candidate you want to hire to fill the temporary position. Once you have a candidate to fill the position, at that point, basically a PAF will need to be generated no later than the first day of employment. Attached to the PAF, you would actually attach the fully signed pre-approval authorization form. You also attach a resume for Professional and Scientific positions and also a completed Merit employment application form for Merit positions.

Another change that we have, as well, is that for temporary employment we do have essentially, an offer letter for temporary employees that gets attached to the PAF, as well. The reason why we included an offer letter is to make sure that the temporary employees fully understand the details of the position and they fully understand that, basically, it is a temporary appointment.

Another thing to ensure is that, basically, the temporary hire completes the new hire paperwork at HRS by the first date of employment or the sooner the better. Up at the top, basically, to the right under the forms and resources, we have the temporary hire pre-approval form and we also have the offer letter template for Professional and Scientific temporary positions and also that offer letter template for Merit positions. So I'll click on the Temporary Hire Pre-Approval Form. This is going to give you an idea of what the form looks like, too. So, the main part to highlight is the position duties. This is where you actually indicate what exactly the position will be doing and this is where we use in our office to determine if it will fall into Professional and Scientific or it will fall within the Merit classification. If you need to, you can actually attach a separate document or you can actually attach the position description if that would be helpful.

The next section talks about the required qualifications. Who will be supervising the position, as far as the compensation rate, and also the justification for hiring a temporary position. On top of the second page, there it talks to you about the steps that we have kind of covered, as well, as far as approvals. As you see, too, basically, it gets approved all of the way up to the vice-president level and also if the position is going to be paid by a grant, it does need the approval by the Office of Sponsored Programs, as well. Once these approvals have all taken place, the form will be sent to HRS and then we will take the form and, basically, review the duties and qualifications, and then will we determine the Professional and Scientific or Merit classification. We will indicate that on the form and also then, basically, I will sign it and date it, or whoever reviewed it will sign and date it. Then we will scan it and email it back to the department.

Basically, the last one that I'd like to show you is the offer letter template for Professional and Scientific. These look very similar to the templates that we use for the non-temporary positions. Like I said, the main idea for having them fill out this form is to make sure that they fully understand what their pay will be, they understand it is going to be a temporary employment, and there is also a place on here to indicate how long you anticipate the temporary employment will last. So, we do ask that this be given to the employee, basically, that it be signed by the department and signed by the employee, as well. So, like I said, when the PAF gets submitted, the signed letter will be attached, along with the pre-approval

form, and also with the resume for Merit applications, as well. That is basically it for the steps of hiring a temporary employee.

Are there any questions that I can answer for anybody? I would add, too, if you do have any questions after today or if you do have a temporary employment position that you are wanting to fill, feel free to give me a call. I can walk you through the steps. I can also walk you through what the process will be going forward, too.

Alright, thank you.