

**University Policy 200.05**  
**TEMPORARY EMPLOYMENT**

**Responsible Administrators:** Vice President for Administration/Provost

**Responsible Office:** Office of Human Resources

**Originally Issued:** May 2005

**Revision Date:** May 2017

**Authority:** Office of the President

**Policy Statement**

It is the policy of Claflin University to hire qualified applicants for all types of employment, including temporary employment.

**Statement of Purpose**

This policy establishes guidelines for hiring persons to provide assistance to the University on a temporary basis.

**Applicability**

The policy is applicable to persons hired for temporary assignments. Processes which are specifically applicable to temporary employment are detailed in this policy under the subheading, "Processes Unique to Temporary Employment." In addition, many of the provisions noted in University Policy No. 200.01, Policy on selection and Hiring, the policy governing the general selection and hiring of all employees, are applicable to temporary employees; (for example, the application process and background checks).

**Definition**

Temporary Employment - the hiring of faculty and/or staff on a temporary basis as the need arises.

**PROCEDURES**

Supervisors should obtain approval from their area Provost /Vice President to hire a temporary employee. Beginning in July 2012, the Temporary Employment Agreement (TEA) form, the tool used to create a temporary employment agreement, became available for completion online. The process begins with creation of a new temporary employment assignment by a designated person and continues as follows: a background check and confirmation of funds for the temporary assignment; approval or disapproval by appropriate officials to include the Provost or the area Vice President; and approval or disapproval of the assignment by the University President.

**The TEA process for a given position should begin a minimum of 15 workdays/3 weeks before the temporary work is scheduled to begin. In addition, it is important to note that the President of Claflin University has final approval for University hiring to**

**include the hiring of temporary employees. As such, until the President approves the hiring of an individual in a temporary position, that individual is not hired and should not report to work. To that end, hiring and/or other area supervisors who allow individuals to work prior to the President's approval are subject to disciplinary action up to, and including, termination of employment.**

## **PROCESSES UNIQUE TO TEMPORARY EMPLOYMENT**

### Recruitment

Based on time constraints and the need to secure short-term assistance, the recruitment process set forth in University Policy No. 2001.01: Selection of Hiring may NOT always be utilized for temporary assignments. Rather, the Office of Human Resources and/or the Faculty Search Committees may select qualified candidates for interviews from applications received for prior recruited positions. In addition, exceptional actions such as hiring for summer programs must be approved by the Provost/appropriate Vice President in conjunction with the Office of Human Resources.

### Reporting for Work

On the date specified on the TEA form, the temporary employee should report for work to the hiring supervisor or a site designated by the hiring supervisor.

### Compensation

1. Teaching faculty and exempt staff employees who are hired on a temporary basis are paid for the contract period and are not required to submit timesheets. If the temporary agreement is not fulfilled, the hiring supervisor should complete a corrected TEA Form which reflects the actual time worked and the appropriate amount of compensation.
2. Staff (non-exempt) employees who work on a temporary basis are paid only for hours worked. Time sheets for non-teaching employees must be completed by the supervisor and submitted to the Payroll Office to generate the paychecks. To ensure the timely payment of employees, it is crucial that supervisors adhere to the

pay schedule from the Payroll Office (generally communicated from that office through e-mail) which outlines dates for the submission of time sheets for payroll.

3. Further, to ensure timely payment for the work performed, temporary employees should complete and provide information requested by the Office of Human Resources.
4. Temporary employees are compensated semi-monthly, respectively on the 3<sup>rd</sup> and 18<sup>th</sup> of the month.
5. Federal guidance, to include but not limited to 2 CFR Part 200, generally does not allow pay for grant work above an employee's institutional base salary (IBS) except in four limited circumstances. Claflin University will consider these circumstances in determining the manner that faculty and staff who are employed on a full-time basis and also work on a grant project are paid. The four circumstances include:
  - Incidental activities (i.e. non-routine, nonrecurring expenses, de minimis).
  - Intra-institutional consulting - work across departmental lines or involving a separate or remote operation and in addition to regular responsibilities. In addition, any charges for work **must** be provided for in the grant **or** approved **in writing** by the Federal awarding agency.
  - Extra service pay - related to compensation for additional duties beyond the ordinary such as an extra class. IBS is specifically addressed, stating that the supplementation amount paid is commensurate with the IBS rate and the amount of work performed.
  - Periods outside the academic year (usually the summer period).

### Benefits

Temporary employees are not eligible to receive benefits and are not paid for time missed from the University, including holidays and other designated closings.

### Separation from the University

1. Unless the authorization for temporary work is extended, the employee will be terminated at the end of the approved period.
2. Employees may be terminated before the completion of a temporary assignment for the following reasons:
  - The employee is found to be incapable of performing the duties of the temporary assignment;
  - The temporary work is no longer needed;
  - Funding is no longer available for the temporary assignment, or
  - The employee has displayed unacceptable standards of conduct.

