

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT: Temporary Employment****EFFECTIVE DATE: June 1, 2008; Revised April 1, 2013****I. Policy**

Temporary employees are personnel whose initial period of appointment or expected service is less than one year. This definition does not apply to employees who are designated as probationary employees, who may be regular full-time or part-time employees, and entitled to benefits. If temporary assignments are recurring, then the college must make a decision to create and fund a regular position. This policy does not apply to adjunct employment.

**II. Unauthorized Employment**

No individual shall be engaged in temporary employment at the college without prior approval of the responsible senior staff member. Any Southwest employee who contracts, causes, or permits an individual to work without prior approval shall be subject to disciplinary action up to and including termination. Additionally, any employee found in violation of this policy shall be required to reimburse the college for expenses incurred as a result of the violation, including but not limited to wages, taxes, costs of benefits, and other liabilities related to the infraction. Such reimbursement shall be obtained through the reduction of the employee's earnings or accrued annual leave if terminated.

**III. Multiple Employment Assignments**

With the exception of professional/exempt employees hired as adjunct faculty, no individual may be appointed to more than one employment class during any one pay period (for example, regular full-time/part-time, temporary, student worker or work-study). Current full-time and regular part-time employees are not eligible for temporary employment assignments. Only professional/exempt employees may be hired as adjunct faculty.

**IV. Eligibility for Permanent Employment**

Temporary employees are not eligible to apply for internal permanent job postings. Temporary employees seeking permanent employment must apply as external applicants for positions posted on the public website.

## **V. Breaks in Service**

An employee who has worked as a temporary for the maximum time of one calendar year must be completely separated and off the payroll for fourteen calendar days before becoming eligible for re-employment in a temporary position.

After one year of employment as a temporary employee, the college shall consider adding a position with benefits if the assignment is needed on a regular basis. The process for filling the position will follow TBR Guideline P-010, Personnel Transactions and Recommended Forms.

## **VI. Benefits**

“Temporary employees” are ineligible for employment benefits (retirement, state insurance, annual and sick leave, and holiday pay or longevity credit).

## **VII. Compensation**

Temporary employees will be paid at the minimum rate of the position classification in which they are employed.

Newly hired temporary employees should be paid at the minimum entry rate in the pay level corresponding to their job classification. Written requests for hiring exceptions must be submitted through the signatory channels by the requesting supervisor to the Executive Director of Human Resources for review and approval. Criteria to be considered in determining whether exceptions will be made must include the following: (1) qualifications of the candidate; (2) length of candidate's prior service with the college; (3) market conditions for the position; (4) urgency to fill the position; (5) equity problems relative to other college employees within that job title. Grant funded positions must also comply with these guidelines.

## **VIII. Processing**

All temporary appointments are processed through PeopleAdmin, the college's online applicant processing system. Departments requesting temporary employees must include a description of the duties and responsibilities to be performed. The final title and classification will be determined by Human Resources. Individuals interested in temporary employment must submit an application through the online system. Temporary positions will be reviewed by Human Resources to determine whether they are to be posted and filled via Financial Aid, Career Services, or Human Resources.

## **IX. Priority Eligibility**

Temporary employment assignments will be filled from the following categories of candidates in priority order:

1. College work-study;
2. Current students not awarded college work study (assignments coordinated through the Career Services Department);
3. Southwest graduates (assignments coordinated through the Career Services Department);

4. All other individuals.

Individuals may only be employed based upon their highest priority eligibility. For example, a person eligible to be employed through college work-study may not elect to be employed as a non-student temporary employee.

It is recognized that some assignments require specific skills and experience not generally possessed by typical students and therefore may not be filled in accordance with the above. The hiring supervisor must provide a detailed justification which includes a description of the duties and responsibilities to be performed when requesting an exception. Exceptions must be approved by the responsible Vice President and the Executive Director of Human Resources.

**X. Outside Staffing Agencies**

In unusual circumstances, temporary assignments may be filled through outside temporary staffing agencies. Temporary employees contracted through a temporary staffing agency are not Southwest employees. Requests to utilize such agencies must be approved by the responsible senior staff member and the Executive Director of Human Resources and processed through the Purchasing Department.

Source: Executive Director of Human Resources: 6-1-08; Rev. 4-1-13