

PIEDMONT TECHNICAL COLLEGE

PROCEDURE



PROCEDURE NUMBER: 8-7-1000.2

PAGE: 1 of 3

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TITLE: Temporary Positions/Employment

RELATED POLICY AND PROCEDURES: 8-7-1000 Employment Practices  
8-7-1000.1 Permanent Positions/Employment

DIVISION OF RESPONSIBILITY: Business and Finance

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June 20, 2013

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Date Approved by President

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Date of Last Review

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Date of Last Revision

**DISCLAIMER**

**PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**Administrative Responsibilities**

The Human Resources Director and Human Resources Manager with the approval of the Vice President for Business and Finance are responsible for the review and revision of the procedures.

**Definition**

**Temporary employee**—a full-time or part-time employee who does not occupy a Full

# PIEDMONT TECHNICAL COLLEGE

## PROCEDURE



**PROCEDURE NUMBER: 8-7-1000.2**

**PAGE: 2 of 3**

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Time Equivalent (FTE) position, whose employment is not to exceed one year, and who is not a Covered<sup>1</sup> Employee.

### Procedures

#### A. Procedural Responsibilities

1. It is the responsibility of the administrative assistant or the Hiring Official to process the temporary agreement according to the work that has been assigned to the temporary employee.
2. The appropriate Vice President is responsible for approval of the temporary agreement.

#### B. General Statements

All personnel employed in a temporary status are subject to the following provisions:

1. The period of employment, on a full-time or part-time basis, may not exceed twelve (12) consecutive months.
2. Authorized to work no more than 25 hours per week unless approved by appropriate Vice President.
3. Temporary employees are not considered salaried employees and shall be paid at an hourly pay rate for actual hours worked during each pay period.
4. Temporary employees are not eligible for paid leave, nor other benefits normally associated with employees in FTE positions, except that they must be offered the option of joining the South Carolina Retirement System.
5. Temporary employees are deemed as employed at will and will not be considered for either probationary or permanent status. They do not have the right of grievance appeal to the State Grievance Committee and can only make a

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<sup>1</sup>Covered employee means a full-time or part-time employee occupying a part or all of an established full-time equivalent (FTE) position (classified employees, unclassified non-teaching personnel, and institutional officers, excluding the College President) who has completed the probationary period of twelve (12) months and has a “meets” or higher overall rating on the employee’s performance evaluation and who has grievance rights. Faculty at state technical colleges are covered upon the completion of not more than two full academic years’ duration.

# PIEDMONT TECHNICAL COLLEGE

## PROCEDURE



**PROCEDURE NUMBER: 8-7-1000.2**

**PAGE: 3 of 3**

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grievance appeal within the SC State Board for Technical College Education (SBTCE) Grievance Procedure, if discrimination is alleged.

6. Temporary employees do not have the rights or protection of SBTCE Reduction In Force (RIF) Procedure, and are subject to termination to provide continued employment or an employee affected by an institutional RIF.
7. Temporary positions are covered by the same employment laws as covered positions such as Fair Hiring Practices, Nepotism, Fair Labor Standards Act, etc.

### **C. Hiring Process**

1. To obtain approval to hire a temporary employee, the requesting Supervisor or Department Head/Academic Program Director must complete the Part-time Recruitment Process Workflow.
2. Once the Supervisor or Department Head/Academic Program Director has approval to proceed with hiring, the supervisor has the new employee complete the Employment Forms, E-Verify and a [Temporary Employment Agreement](#) to cover the work that will be assigned. Completed employment agreements must be approved by the hiring official and the appropriate institutional officer before the new employee may begin working.
  - a. If the individual to be employed is currently a state employee, a completed [Dual Employment Form](#) must also be submitted with the employment agreement.
  - b. Dual Employment Forms must be completed and approved by all parties involved before work may commence.
3. Temporary employment agreements may not exceed six (6) months or one (1) semester and should not cross over into a new fiscal year.
4. Additional instructions for dealing with the proper documentation required to place an individual on the payroll are contained in Procedure 8-7-1000.1 Permanent Positions/Employment Practices.
5. Rates of pay for part-time/temporary positions are established by the Hiring Official and Human Resources.