NORTH CAROLINA SCHOOL OF SCIENCE AND MATHEMATICS

TEMPORARY APPOINTMENT POLICY AND PROCEDURES

This policy applies to all SHRA and EHRA temporary employment. Departments can employ temporary staff due to vacancies in permanent positions or for additional, short-term work assignments. Departments have two ways to hire temporary employees at the School:

- Hire temporary staff directly.
- Receive temporary staff through an outside temporary agency.

All temporary appointments must be managed through Human Resources. Hiring departments must work with Human Resources to identify direct hires or use a temp agency. Prior to any offer of employment, HR must confirm eligibility for hire, determine qualifications and hiring hourly rates. Departments must provide a completed temporary hiring package at least 2 weeks in advance of the proposed hire date.

All temporary appointments must comply with the anti-nepotism policy. Relatives (or other closely affiliated persons) of current employees are not given preference in employment. It is the responsibility of the hiring department to verify and assure that this policy on employment of relatives is followed by completing an anti-nepotism and sending the completed form to Human Resources.

Types of Temporary Appointments

There are two types of temporary appointments: regular temporary and retiree temporary appointments.

Regular Temporary Appointment

Temporary appointment is an employment status of limited duration not to exceed 11 months without prior approval except for retirees. The appointment can be from a one day to a 11-month period. All temporary appointments must be approved by the department head, HR, Finance or the funding source manager, and the Chancellor.

When a temporary appointment has been for 11 consecutive months, the employee's appointment must be terminated. The employee cannot be hired into another temporary
appointment with the School for at least 31 calendar days.

Retiree Temporary Appointment

State policy allows retirees in temporary appointments to work beyond 12 consecutive months so long as the employee certifies that he/she is not available for or seeking permanent work and has benefits through his/her retirement plan. Employees who retire from the State of North Carolina and receive a pension through the State are limited in the salary amount they can continue to receive as a temporary employee for the State. State retirees should contact the North Carolina Teachers’ and State Employees’ Retirement System (TSERS) for information on income limits.

Retirees cannot return to work for 6 months from the date of State Retirement. This is a decision made by the Teachers’ and States’ Retirement Systems.

Age Limitations

The School does not practice or condone age discrimination. Limitations are enforced only where specific age constitutes a bona fide occupational qualification.

- Persons must be at least 16 years of age in order to be considered for temporary employment. NCSSM Students cannot work under the Temporary Appointment Policy unless it is during an extended weekend or summer break.
- Law enforcement officers must be at least 21 years of age.
- There is no maximum age for employment.

For employees under the age of 18, the specific duties to be performed must comply with the Child Labor provisions of the Fair Labor Standards Act. Employees under age 18 may not work more than nine hours per day, 48 hours per week, or six consecutive days per week; nor may they work before 6:00 a.m. or past 12:00 midnight.

Employees under age 18 may not work in occupations declared hazardous by the Secretary of Labor. Of particular interest to all departments are the “Hazardous Orders” prohibiting the employment of minors 16 and 17 years of age in such activities as:

- truck driving (operator or helper);
- roofing operations;
- operating any hazardous equipment or machinery; or
- handling, storing, or being exposed to radioactive substances or ionizing radiation.

Violations of this policy may result in penalties or fines from the Federal and/or State Department of Labor.

Temporary Appointment Process
1. **Obtain budget preauthorization.** Hiring managers must receive budgetary preauthorization from Finance or the funding source manager and include the preauthorization documentation (e.g., email) with the temporary hiring package.

2. **Advertise for direct hire (not required).** Advertising for temporary employment is not required but is recommended. Departments may advertise for temporary positions on NCSSM’s website, the Office of State Human Resources’ website and/or other online job sites or social media. If a department chooses to advertise a temporary position and/or use a temp agency, then they should contact Human Resources for further guidance.

   **Use of temp agencies:** Human Resources will assist the hiring department in recruitment for temporary appointments through a temporary agency. Human Resources will notify the hiring department of the availability of and beginning date of employment for the temporary request.

3. **Applicants complete form/submit resume.** Departments are required to have applicants for direct-hire temporary employment provide a Resume and applicable Supplemental Forms (see [Offering Employment Documentation](#)).

4. **Interview applicants.** Interviews of applicants for temporary appointments are not subject to the guidelines for interviews established for SHRA permanent employment. Although it is not required, HR encourages departments to interview a minimum of three qualified candidates for a temporary position. Departments need to remain fair, consistent, and non-discriminatory with their selection processes. And, in the event a claim or audit occurs, the hiring manager must be able to explain and justify their selection to appropriate School officials and/or external investigators.

5. **Conduct reference checks.** Departments are strongly encouraged to complete reference checks and credentials verification (if applicable) for all final candidates for temporary appointments.

6. **Criminal Conviction Checking:** The satisfactory completion of a criminal background check is required for all final candidates for temporary appointments.

7. **Submit required forms.** All temporary employment hiring requests must be submitted via the [Request for Temporary Employment](#) form found on My NCSSM (departments should always download the most up-to-date form found on My NCSSM).

**OFFERING TEMPORARY EMPLOYMENT**

**Documentation**

Departments must provide a completed temporary hiring package **at least 2 weeks in advance**.
of the proposed hire date. Human Resources will initiate the personnel action that enters the temporary employee information in the State’s BEACON System.

Departments must verify the identity and eligibility of temporary employees for employment by having them complete the appropriate documentation. Prior to an offer being made, a criminal background check is required to be completed. **When a temporary employee is hired a completed I-9 INS (Immigration & Naturalization Services) form must be completed on or before 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 for payment to be made. These forms are all located on My NCSSM.

The following are the required forms/documents (found on My NCSSM) to submit to HR:

- Request for Temporary Appointment form (found on My NCSSM)
- Budget Preauthorization Documentation (e.g. email from Finance)
- Resume
- Conditions of Employment Temporary Appointment Acceptance (found on My NCSSM)
- Federal Form I-9 (found on My NCSSM) and supporting documentation
- Tax (W-4 and NC-4) withholding forms (found on My NCSSM)
- Background Check Form (electronic submittal)
- Direct Deposit (found on My NCSSM)
- Payroll Budget Code Form (found on My NCSSM)

**Orientation**

Department facilitators and/or hiring officials are responsible for providing appropriate department orientation to temporary employees including information about submitting timesheet for approval and the pay schedule.

**School Policy Information**

Departments are required to ensure that temporary employees are aware of the policies regarding employment at the School. The "Conditions of Employment Temporary Appointment Acceptance" provides a list of these policies.

**Benefits Eligibility**

Temporary employees are eligible to participate in the following benefit program:

- 403(b) Plan
- 457(b) Deferred Compensation Plan

**High Deductible Health Plan**

NCSSM offers the High Deductible Health Plan (HDHP) through the State Health Plan of North Carolina. Non-permanent (Temporary) employees working an average of 30 (.75 FTE) or more hours per week for 3 months or more are eligible for coverage under this plan. This is a High Deductible Health Plan with features that include: Affordable Care Act (ACA) preventive care services and
medications covered at 100% with In-network providers.

To find out if you are eligible for the HDHP, please contact Jamie Hawthorne at 919-416-2664.

Paychecks

Paychecks for direct hire temporary employment are generated through the State Payroll System and are received biweekly. Temporary employees are required to participate in payroll "direct deposit" into a bank or credit union account. Temporary employees must submit a deposit slip or voided check along with the direct payroll deposit authorization. Temporary employees should submit a completed employee time record for each biweekly in which they work. Temporary employees are paid on a biweekly pay schedule and must adhere to payroll deadlines for accurate payments to be received.

Leave Programs

Temporary employees are not eligible to participate in any paid leave or paid time off programs, nor do they receive paid holidays. Temporary employees do not earn vacation or sick leave.

Training Programs

Temporary employees may participate in training programs provided through the School upon the approval of the supervisor.

Wage-Hour Status

All temporary employees are subject to the overtime provisions of the Federal Fair Labors Standards Act (FLSA). Temporary employees should submit a completed employee time record for each biweekly in which they work. Temporary employees are paid on a biweekly pay schedule and must adhere to payroll deadlines for accurate payments to be received.

Overtime Liability

Non-Exempt employees earn time-and-one half for all hours worked in excess of 40 hours in a work week. An employee must actually work over 40 hours in a single work week to receive overtime compensation. Lack of funds does not relieve a department from its liability to compensate overtime work at the rate of time-and-one-half. The School does not have a policy that allows equal time off (hour for hour) in another week. The additional pay is to be included in the paycheck for the biweekly in which the overtime was worked.

Management should give as much advance notice as possible of the need to work overtime so that employees can make any arrangements necessary to enable them to perform the overtime work.

Compensatory Time Off
Temporary employees are not eligible for compensatory time off.

**Holidays and Holiday Pay**

Temporary employees do not receive pay for a School holiday not worked. A temporary employee who is required by his/her department to work on a School holiday must receive his/her regular pay and must also receive Holiday Premium Pay for all hours worked on the holiday. Holiday Premium Pay is equal to one-half the employee's regular pay rate (the total compensation for working on the holiday is time and one-half.)

A temporary employee who works on a School holiday but was not required by the department to do so must be compensated at his/her regular rate for all hours worked on the holiday. This voluntary work is not additionally compensated with Holiday Premium Pay.

Management has the discretion to allow temporary employees to work a flexible schedule during a holiday week to compensate for the absence on the holiday (for example, four 10-hour days).

**Termination**

Temporary employees may be terminated at any time without additional compensation. They are not eligible for layoff priority employment or severance pay.

**Purchasing Temporary Service for Retirement Credit**

Temporary employment can be purchased for retirement credit through the Teachers’ and State Employees’ Retirement System (TSERS). TSERS must be contacted for additional information.

**Relevant Policy Information for Temporary Employees**

The following policies, guidelines and information apply to temporary employees.

- [Illegal Drugs](#)
- [Workplace Harassment](#)
- [Workers’ Compensation](#)

**Related Forms – download the most up-to-date forms on My NCSSM:**

- Request for Temporary Appointment
- Conditions of Employment Temporary Appointment Acceptance
- Federal Form I-9 and supporting documentation
- Tax withholding forms (W-4 and NC-4)
- [Background Check Form (electronic submittal)](#)
- Direct Deposit
- Payroll Budget Code Form