



TEMPORARY EMPLOYMENT SERVICES

HANDBOOK FOR SUPERVISORS

**AUBURN UNIVERSITY DEPARTMENT OF HUMAN RESOURCES
EMPLOYMENT SERVICES**

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TEMPORARY EMPLOYMENT SERVICES

HANDBOOK FOR SUPERVISORS

Temporary Employment Services, a division of the Department of Human Resources, is a self-supporting unit established to meet the temporary employment needs of the University community. This handbook is designed to assist you as a supervisor in evaluating your temporary employment needs and following the necessary steps to secure qualified temporary employees. The information presented here is intended to familiarize you with your options to facilitate planning when requesting assistance through Temporary Employment Services.

Evaluating Temporary Employment Needs

Temporary employment may be appropriate in many situations, but the following examples are some of the most common:

- 1) replacement of a regular employee who is absent for a specified period;
- 2) additional help during periods of abnormal or peak workloads;
- 3) assistance with special projects;
- 4) seasonal work; and
- 5) emergencies.

The nature of the work to be performed, duration of employment, work schedule, and budget constraints all play a role in evaluating temporary employment needs.

Determining if temporary employment is appropriate

The following examples demonstrate how a supervisor might use the above guidelines to determine if temporary employment is appropriate:

Case 1: A department has an on-going need for someone to perform bookkeeping duties, but there is not enough work to justify a regular position. A qualified employee should be able to get the job done in about 10 to 12 hours per week. In this situation, the department could hire a temporary employee to work indefinitely as long as the hours worked per week do not exceed 19. In order to meet the criteria for establishing a regular budgeted position, the job would have to be at least a 50% appointment (20 hours per week) for a minimum duration of one year.

Case 2: A researcher recently acquired grant funds for a project that is to last 12 months, with possibility of renewal. The project requires that a full-time Research Technician be hired to assist in collecting data and carrying out other research-related duties. In this case, temporary employment would not be appropriate since the position is to last for a period of at least 12 months and will require the Technician to work more than 20 hours per week. A regular position should be established on a limited-term basis contingent on funding.

Case 3 A departmental secretary will be out on medical leave for three months, and the supervisor wishes to employ someone to fill in for her. This is an ideal situation in which to utilize temporary employment.

It is possible that you may not know in advance exactly how long a position will last; however, in more cases than not you will have a good idea. The important thing to

remember is that temporary employment should not approach or exceed one year unless a position is less than half-time.

Duration of employment and work schedules

Aside from budget constraints, the most important factors to consider in determining whether or not temporary employment would be appropriate are duration of the period of employment and work schedule. Temporary employee assignments are for eleven months. If the employee works 50% time or more (an average of 20 hours per week), then they must be terminated from payroll at the end of the eleven month period. Temporary employees may be rehired after completing a one-month break-in-service. If a temporary employee's actual hours worked are less than 50% time, their assignment may be extended for an additional eleven months without taking a break-in-service. This determination has to be made by TES based upon actual hours worked before an employee will be allowed to work for an additional eleven-month time period.

Determining the Job Title and Level of Pay

Once the decision is made that an assignment meets the criteria for temporary employment, a determination should be made relative to the appropriate job title and level of pay. Refer to Appendix A for job titles which were developed specifically for Temporary Employment Services.

Determining the appropriate job title

The majority of positions filled through Temporary Employment Services are either clerical or technical in nature, with varying levels of expertise required depending on the job. The job categories described in Appendix A allow you as a supervisor to determine the level of skill you need, whether in a clerical or technical position, and select a category accordingly. The categories are broad enough to cover a variety of situations. Minimum qualifications for each category are also reflected in Appendix A. Temporary Employment Services will assist you in determining the appropriate job title.

Determining the appropriate pay rate

Hourly rates will be determined from the pay scale specified for the respective title. Temporary Employment Services will assist hiring departments in determining appropriate rates of pay given the temporary employee's education and experience relative to the minimum qualifications, pay rates for other similarly classified temporary employees, and departmental budget considerations. Generally the pay rate will not be less than the minimum specified for the respective title, assuming that the temporary employee meets the minimum qualifications for the job. The department will have some flexibility in determining an appropriate pay rate, generally within established ranges. Years of experience should serve as a guide in determining where temporary employees should be paid within the range. **If a temporary**

employee does apply for a regular position and an offer is made, the rate that is offered may or may not necessarily be the same rate they are receiving as a temporary employee. The Department of Human Resources establishes the job title/grade and rate of pay for all Administrative/Professional and University Staff positions.

Requesting a Temporary Employee

Requesting a temporary employee is easy. Simply call TES at 334-844-7363 and identify the job title from Appendix A based upon the job content and minimum qualifications desired. Temporary Employment Services accepts applications for employment on a continuous basis and attempts to maintain a pool of qualified individuals to meet the various needs of hiring departments. When a request for temporary assistance is received, every effort is made to match a temporary employee with the requirements specified by the hiring department.

In some cases, the hiring department may identify a particular individual with the requisite skills to fill a temporary position. Any prospective temporary employees must be referred to Temporary Employment Services **PRIOR TO THE FIRST DAY OF EMPLOYMENT** to complete the application and screening process and to ensure compliance with federal recordkeeping requirements. **ALL ASSIGNMENTS THROUGH TEMPORARY EMPLOYMENT SERVICES ARE SUBJECT TO FINAL APPROVAL OF THE MANAGER, TEMPORARY EMPLOYMENT SERVICES.**

DEPARTMENTS ARE CAUTIONED AGAINST MAKING ANY UNAUTHORIZED OFFERS OF EMPLOYMENT, AS THESE WILL NOT BE HONORED BY HUMAN RESOURCES.

Federal and state withholding taxes, social security, city occupational tax for assignments within Auburn, (and, in certain situations, Teachers' Retirement) are withheld from the paychecks of Temporary Employment Services employees. The amount billed to the hiring departments includes the employer's portion of the social security taxes.

There are no benefits such as group, health or dental insurance, annual leave, sick leave, or paid holidays for employees working through Temporary Employment Services.

Employees are paid only for hours worked, which must not exceed forty (40) hours per week unless prior approval has been given in accordance with University policy.

Temporary employees who park on campus must purchase a University parking permit from Auburn University Parking & Transit Services.

Employee Performance

It is certainly the hope of Temporary Employment Services that employees assigned to requesting departments will be satisfactory in carrying out the required job duties. Special Temporary Employment Service Appraisal forms will be provided to

hiring supervisors for use in evaluating the performance of temporary employees. Supervisors are requested to complete and return an appraisal form for each new employee assigned for at least two days. Appraisal forms are used by Temporary Employment Services to determine employees' suitability for future placement. Please see Appendix B for a copy of this form.

If a temporary employee's performance is less than satisfactory, the user department should immediately contact the Manager of Temporary Employment Services to discuss the situation prior to releasing the employee. While TES employees work under the employment-at-will doctrine, failure to inform them that they are being released for unsatisfactory job performance or inappropriate conduct in the workplace can result in the University having to pay unemployment compensation. Therefore, it is important to be honest with a TES employee if you are releasing them for any reason other than lack of work. If you do have to release a TES employee, a replacement will be sent to you as soon as possible.

Time Reporting

Employees hired through Temporary Employment Services are required to submit biweekly time sheets. Time sheets for temporary employees are available on the HR website under the Forms link. Time sheets are also available from the Human Resources Office in Langdon Hall as well as the AU Employment Center at 146 North Gay Street. Time sheets are due in the Temporary Employment Services office by

noon on Thursday prior to the end of each pay period. The TES Payroll Schedule can also be found on the HR website under on the Forms link (www.auburn.edu/administration/human_resources). The deadline may change when a holiday occurs. You will be notified when this happens.

Time sheets must be signed by the appropriate supervisor to insure the hours recorded are correct. The time sheet must also indicate the department number to be charged. You and your TES employee share the responsibility for insuring that time sheets are submitted by the deadline. Time sheets may be submitted in person, through campus mail, or via fax (334-844-1653). Scanned time sheets clearly showing required signatures may be e-mailed to TEStime@auburn.edu. Regardless of the method, time sheets still must arrive in Temporary Employment Services by the deadline. Failure to submit time sheets by the due date will result in your employee's hours being processed with the time sheets for the following payroll period.

Billing

The total cost of the temporary employee hired through Temporary Employment Services will be billed via direct charge to the operating expenses of the departmental account designated by the supervisor or department head. Departments should verify the direct charge invoice immediately upon receipt and notify the Manager, Temporary Employment Services if there are any discrepancies. The amount billed will include a service fee determined as a percentage of gross wages.

Eligibility of Temporary Employees for Regular Status

Temporary employees are considered external applicants when applying for regular University employment and must follow established application procedures for external applicants. Temporary employees who become regular employees will receive a new service date. The three calendar month probationary period begins on the first day of the regular employment assignment.

Assistance

Temporary Employment Services is committed to assisting you in meeting your temporary employment needs. Please call us at 334-844-7363 if you have questions or need assistance.

EXHIBIT A

Job Summaries for Jobs in Temporary Services

TES General Labor – work of a temporary or part-time basis; performs a variety of unskilled labor tasks such as removing debris and litter, cleaning, loading and unloading materials or supplies, operating various types of equipment.

Salary Grade T1 (24-25) \$15,080 – 30,100 Job Code TA01

TES Service – work of a temporary or part-time basis; responsible for work resulting in or contributing to the comfort, convenience, or hygiene of others or which contribute to the upkeep and care of buildings or facilities.

Salary Grade T2 (24-28) \$15,080 – 36,500 Job Code TA02

TES Clerical – work of a temporary or part-time basis; responsible for recording and retrieving data and/or information and other paperwork required in an office and responsible for internal and external communications.

Salary Grade T3 (25-29) \$16,300 – 40,800 Job Code TA05

TES Craft – work of a temporary or part-time basis; responsible for work requiring specialized manual or mechanical skills or training acquired through licensure or on-the-job training.

Salary Grade T4 (26-31) \$18,100 – 51,100 Job Code TA03

TES Technician – work of a temporary or part-time basis; responsible for work requiring basic scientific or technical knowledge and manual skill obtained through specialized post-secondary education or through equivalent on-the-job training.

Salary Grade T5 (27-32) \$19,900 – 57,300 Job Code TA04

TES Paraprofessional – work of a temporary or part-time basis; responsible for some of the duties of a professional or technician in a supportive role which usually requires less formal education and/or experience normally required for the professional or technical status.

Salary Grade T5 (27-32) \$19,900 – 57,300 Job Code TA06

TES Protective Services – work of a temporary or part-time basis; responsible for public safety, security and protection of property and people.

Salary Grade T6 (25–32) \$16,300 – 57,300 Job Code TA07

TES Information Technology – work of a temporary or part-time basis; responsible for work involved in the application of systems analysis techniques and procedures; the design, development, documentation, analysis, creation, testing, or modification of computer systems or computer programs.

Salary Grades T7 (27-36) \$19,900 – 97,600 Job Code TA09

TES Professional – work of a temporary or part-time basis; responsible for work requiring specialized and theoretical knowledge which is usually acquired through a prolonged course of specialized intellectual instruction.

Salary Grades T8 (30-39) \$27,400 – 148,400 Job Code TA08

TES Retiree – used for the temporary or part-time re-employment of former employees of Auburn University who have left the University as a result of retirement. Work is typically equivalent or similar to the work performed by the individual as a regular employee. Retirees cannot be placed into a job having full supervisory responsibilities of others.

Salary Grades T9 (27-39) \$19,900 – 148,400 Job Code TA10

EXHIBIT B

EVALUATION FORM

Temporary Employment Services
146 North Gay Street
Auburn, AL 36830

EMPLOYEE _____ DATE _____

DEPARTMENT _____ SUPERVISOR _____

DATE ASSIGNMENT STARTED _____

Supervisor: An evaluation is requested for the temporary employee assigned to your unit. Please complete the information below and return this form at the end of the temporary's job assignment. You may send this information through campus mail. Thank you for your cooperation.

Ratings

	Excellent	Good	Fair	Poor
Quantity of work	_____	_____	_____	_____
Quality of work	_____	_____	_____	_____
Compatibility	_____	_____	_____	_____
Initiative	_____	_____	_____	_____
Dependability	_____	_____	_____	_____
Appearance	_____	_____	_____	_____
Attendance	_____	_____	_____	_____

Comments: _____

Last Day Worked: _____

Would you accept for future assignments? Yes _____ No _____

Supervisor's Signature

If there are any questions, please contact Mary Prather at 334-844-1610.