TEMPORARY EMPLOYMENT SERVICES
HANDBOOK FOR SUPERVISORS
Published November 2016
Temporary Employment Services (TES), a unit of the Department of Human Resources, is a self-supporting center established to meet the temporary employment needs of Auburn University. This handbook is designed to assist you as a supervisor in making well-informed decisions in evaluating your temporary employment needs, and in following the necessary steps to secure qualified temporary employees.

The information presented in this handbook is intended to familiarize you with your options to facilitate planning when requesting assistance through TES.
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Evaluating Temporary Employment Needs

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

- Replacement of a regular employee who is absent for a specified period
- Additional assistance during periods of abnormal or peak workloads
- Assistance with special projects
- Seasonal work
- Emergencies

The nature of the work to be performed, duration of employment, work schedule, and budget constraints are considerations in making well-informed decisions of temporary employment needs.

Determining if Temporary Employment is Appropriate

Scenario 1: A department has an ongoing need for someone to perform bookkeeping duties, but there is not enough work to justify a full-time, regular position. A qualified employee should be able to perform the job in about 10 to 12 hours per week, if for a short period of time. In this situation, the department could hire a temporary employee to work for this specified short-term period and not exceed hours as identified in measurement period.

However, part-time positions must be posted for recruitment if an appointment is needed for a 12-month period or greater and requires work for a period of 20-29 hours per week.

Scenario 2: A departmental administrative assistant will be out on medical leave for three months, and the supervisor wishes to employ an individual to meet the operational needs for the department. 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 most cases you will have a good idea. It is important to remember that temporary employment should be utilized for a temporary need, not an ongoing employment relationship.
Duration of Employment and Work Schedules
Aside from budget constraints, the most important factors to consider in determining whether temporary employment would be appropriate are duration of the period of employment and work schedule. Temporary employee assignments are for 11 months. If the employee works 50 percent time or more (an average of 20 hours per week or more), the temporary employee must have a break in service. 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 percent time, their assignment may be extended for an additional 11 months without taking a break in service. Determination of eligibility will be the decision of management of temporary employment and communication will occur with the supervisor in advance of the required break in service to ensure appropriate planning.

Restricted Hours
A TES employee is subject to a maximum of 1,450 hours within a one-year period. All types of employment at Auburn University will be considered of the total work hours during the appropriate one-year period. The work hours are monitored and communication with the employee and department occurs to ensure the appropriate break in service.

Background Checks
In an effort to protect the welfare and safety of Auburn University students, faculty, staff, visitors, and resources, a background check will be conducted in adherence to Auburn University policy, procedures and compliance with the Fair Credit Reporting Act (FCRA).

A background check will be performed by an outside vendor with which the University has contracted on temporary employees. Background checks may also be conducted as requested by the hiring department when a background check is required by law or contractual obligations.

A background check includes a driver’s license (if driving in the position), education/licensure (if applicable), Federal (if applicable), State, County, Social
Security trace, and Sex Offender trace. To perform in the position, a satisfactory background check must be conducted.

**Determining the Job Title and 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 pay.

1. **Job Title/Classification**

   TES will assist you in determining the appropriate job title which will depend on the duties of the job and the hours to be worked per week. *(See Appendix A for TES job titles.)*

2. **Pay Rate**

   TES will assist the hiring department in determining the appropriate rate of pay given the 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. The department will have some flexibility in determining an appropriate pay rate within established ranges. The education and experience should serve as a guide in determining the appropriate position in salary range.

If a temporary employee applies and is selected for a regular position, the salary offered will be based on the candidate’s education and experience related to the minimum qualifications of the position. Auburn University’s philosophy is to ensure that our employees are being paid appropriately for the work to be performed. The Department of Human Resources establishes the job title/grade and rate of pay for all Administrative/Professional and University Staff positions.

**Requesting Temporary Employment Services**

Utilizing temporary employees may occur by execution of the following:

1. Email TES request form *(see Appendix A)* to testime@auburn.edu
2. Contact TES at 334-844-7363
3. Visit the TES office at the East Glenn Administrative Complex, 1550 East Glenn Avenue, Auburn, AL

TES accepts applications for temporary employment on a continuous basis and strives to maintain a pool of qualified individuals to meet the various needs of departments. When a request for temporary assistance is received, every effort is made to source availability of current temporary employee candidates with the requirements specified by the hiring department. TES can also conduct a recruitment activity to seek a pool of qualified applicants for review and consideration.

In some cases, the hiring department may identify an individual with the requisite skills to fill a temporary position. Any prospective temporary employees must be referred to TES prior to the first day of employment to complete the application, screening process, and to ensure compliance with federal and state recordkeeping requirements.

All assignments through TES are subject to final approval of the Manager, Temporary Employment Services. Departments must not make any unauthorized offers of employment.

Benefits and Withholdings
Federal and state withholding taxes, Social Security, city occupational tax, (and, in limited situations, Teacher’s Retirement) are withheld from the paychecks to TES employees. The amount billed to the hiring departments includes the employer’s portion of the Social Security taxes.

Generally, TES employees are not eligible for benefits such as group insurance, annual leave, sick leave, paid holidays or educational benefits. However, in compliance with the Affordable Care Act, health insurance may be offered to a TES employee who works an average of 30 or more hours per week over a specified measurement period(s). In addition, part-time employees who are reasonably expected to work 30 hours a week for the first 90 days will be ACA-eligible for Auburn University Health Plan.
TES employees may participate in the University’s voluntary annuity programs for retirement purposes. For more information, contact Payroll & Employee Benefits at 334-844-4183.

**Parking Privileges**
Temporary employees who park on campus must purchase a University parking permit from Auburn University Parking Services. TES will request a parking permit for the new employee and provide directions for retrieval of permit.

**Auburn University Identification Card**
TES will request an AU ID card for the new employee and provide directions for retrieval of ID.

**Access Control**
The department will request access to buildings for the new TES employee as communicated by the department, if applicable.

**Computer Access**
The department will request appropriate computer access for the new TES employee as communicated by the department, if applicable.

**Employee Performance**
TES expects all assigned employees to perform all the required job duties in a satisfactory manner. TES evaluation forms will be provided to hiring supervisors after completion of a job assignment. The evaluation form will be used in assessing the performance of temporary employees. Supervisors are required to complete and return an evaluation form for each TES employee. Evaluation forms are used by TES to determine eligibility for future placement. *(See Appendix B for an evaluation form.)*

If a temporary employee’s performance is less than satisfactory, the supervisor must immediately contact the Manager, Temporary Employment Services to discuss the issues prior to taking any action with 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 may result in the University having to pay unemployment compensation. Therefore, it is critical to appropriately document and communicate with the employee if you are not continuing their employment.

Communication with the Manager, Temporary Employment Services is required to ensure appropriate documentation is maintained.

**Time Reporting**
Individuals employed through TES are required to use the official timekeeping record for Auburn University, Kronos ([http://autime.auburn.edu](http://autime.auburn.edu)). The complete and accurate recording of actual working and leave hours is not only an Auburn University policy, but more importantly a federal law which ensures that employees are paid fairly for the work that they perform. TES employees are only paid for the hours worked.

The employee’s supervisor and/or departmental timekeeper will be required to instruct them on the use of this system.

**Charge for Services**
TES is a service center that provides temporary employees to the Auburn University community to assist with special projects, abnormal workloads, or emergencies. TES therefore charges a service fee, determined on an annual basis, on each temporary employee. The service fee is determined based on usage of services and other operating expenses.

**Billing**
The total cost of the individual employed through TES will be billed via direct charge to the operating expenses of the departmental FOP designated by the supervisor or department head. The billing, referred to as TES Chargeback, is typically on a Wednesday after the payroll has been completed. An email will be sent from the TES office to each timekeeper when the chargeback is ready for their approval.
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. No regular employee is eligible to have a regular appointment and a temporary appointment at the same time.

Assistance
TES is committed to assisting you in meeting your temporary employment needs. Please call us at 334-844-7363 or visit us at the East Glenn Administrative Complex, 1550 East Glenn Avenue, Auburn, if you have questions or need assistance.
Appendix A: TES Job Titles

Office and Administrative Support Occupations
TES Administrative Support  CE-0
TES Administrative Support  FE-1
TES Administrative Support  RE-2
TES Administrative Support  SE-3
TES Administrative Support  TE-4

Business and Financial Operations Occupations
TES Professional  CE-0
TES Professional  FE-1
TES Professional  RE-2
TES Professional  SE-3
TES Professional  TE-4

Healthcare Practitioners and Technical Occupations
TES Technician  CE-0
TES Technician  FE-1
TES Technician  RE-2
TES Technician  SE-3
TES Technician  TE-4

Building and Grounds Cleaning and Maintenance Occupations
TES Trades/Serv/Gen Labor  CE-0
TES Trades/Serv/Gen Labor  FE-1
TES Trades/Serv/Gen Labor  RE-2
TES Trades/Serv/Gen Labor  SE-3
TES Trades/Serv/Gen Labor  TE-4

Hourly Categories:
CE-0   Works an average   19 hours or less per week
TE-4   Works an average   20-29 hours per week
FE-1   Works an average   30+ hours per week
RE-2   Retired AU employee; subject to 1 mo off
SE-3   Seasonal/Cyclical
Appendix B: TES Request Form

TEMPORARY EMPLOYMENT SERVICES
TES REQUEST FORM

Please complete this form to request a temporary employee in your respective department. Submit the completed form to testime@auburn.edu

CHECK IF YOU NEED APPLICATIONS

Employee Name: ___________________________________________ Banner #: _______________________  
Department: ________________________________________________  
Hire Date: _________________________ End Date: ___________________ Est. Hours per Week: _______  
Hourly Pay Rate: ____________________ Driving (Y/N): ____________  
Supervisor’s Name ___________________________________________ Banner #: ______________________  
Requested by: _______________________________________________  
Please briefly describe the duties to be performed:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

TES OFFICE USE ONLY

Position: 723___________________ MP end date: ________________
Home Org: _____________________ Hours at hire: ~ ______________
Distribution Org: HR____________ Revolving Door: ______________
District Code: __________________ Restricted: ________________
Campus Code: __________________ ID/Parking: ________________
Location: ______________________ B/C sent: ________________

Human Resources | 1550 East Glenn Avenue | Auburn University, Alabama 36849-5126 | (334) 844-4145
Appendix C: Evaluation Form

Evaluation Form

Revolving Door______________
Available Hours______________
Measurement period end date______________

Auburn University Human Resources
Temporary Employment Services
1550 East Glenn Avenue
Auburn, AL 36849

Employee_____________________________________________________
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 job assignment. You may send this form through campus mail. Thank you for your cooperation.

Ratings

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<th>Fair</th>
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Comments:

Last Day Worked: _______________________________________
Would you accept for future assignments? Yes____ No____

Supervisor’s Signature_____________________________________________________

Auburn University is an EEO/Vet/Disability Employer