

Policies and Procedures

Title

Temporary Employment

HR Policy No: 10.012

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Revised: May 1, 2019

Purpose

To establish guidelines for the use of temporary employment.

Applicability

Administrative and Support Positions

Policy

On occasion, College offices require the services of temporary employees to fulfill short-term needs. Temporary employee assistance substitutes for employees on extended leave, to assist in special projects, or when there are delays in filling vacancies. The use of temporary employee assistance should be considered only when other staffing alternatives are not practical. Expenses incurred through the use of temporary help will be charged to the requesting department's budget.

An individual is considered to have temporary employment if the individual occupies a regular position but has been hired for a defined period of time, or if the individual is hired into a temporary position. Temporary positions are defined as those which, at the time they are established, are not expected to be part of the regular budgeted staff of the department. Any position which is not expected to exceed one year in duration is generally considered to be a temporary position. Temporary employment may be full or part-time.

General Guidelines for In-house Temporary Positions

Temporary employees on the Providence College payroll are referred to as in-house temporary employees. In-house temporary employees may not work more for more than 12 consecutive months from their original date of hire and are generally not eligible for benefits.

Compensation for In-house Temporary Personnel

In-house temporary employees are paid an hourly rate and are only compensated for hours worked. Employees working in nonexempt positions are paid time and one-half if they work more than 40 hours per week and are not eligible for benefits, holiday, vacation pay, or pay for inclement weather days. For sick time eligibility, please refer to HR Policy No: 30.004. No scheduled work shift can be less than three hours. Under Rhode Island law, all staff must take at least a 20 minute (unpaid) lunch period if their work day exceeds six hours.

Federal and state income and Social Security taxes (and any other deductions as may be required by law) are deducted from the employee's payroll check in addition to contributions for Rhode Island Temporary Disability Insurance (RITDI).

In-house temporary employees are covered under the College's Workers' Compensation Program and may be eligible to receive disability payments under RITDI.

If an in-house temporary employee is hired as a regular budgeted employee, he/she will become eligible for benefits on the first of the month following the official hire date. When determining pension eligibility, an employee's temporary service will be considered provided there has been no break in service.

In-house temporary employees covered by a collective bargaining agreement are governed by the terms of the agreement.

General Guidelines for Work through a Temporary Agency

Temporary employees secured through a temporary agency are employees of that agency rather than employees of Providence College. These employees will receive wages and, if applicable, benefits directly through the agency that employs them. Temporary agency personnel are not covered under the College's Workers' Compensation Program. If a department decides that they would like to hire the temporary employee, the department agrees to pay the buyout fee based on the provisions of the contract signed with the agency. If a temporary agency employee is hired as a regular budgeted employee, he/she will become eligible for benefits on the first of the month following the official hire date.

ID Cards for Temporary Employees

Some ID cards with limited privileges may be issued to in-house temporary employees and temporary agency personnel if the position requires one for successful performance of the duties of that position. The employee's supervisor is responsible for returning the card to the office of human resources department or the Providence College Card office when the term of employment ends.

Procedural Guidelines

To obtain temporary help, an online vacancy request form must be completed by the hiring manager indicating the reason for the need, the dates of the assignment (including beginning and end dates), the budget to which the expense will be charged, and a description of the necessary skills and qualifications needed. The online vacancy request form can be found by logging into PeopleAdmin and will be electronically routed to the divisional vice president of the department and the associate vice president for human resources for approval. Upon approval, a human resource representative will recruit temporary help through a job posting or will make arrangements through a temporary personnel agency. Only a human resources representative is authorized to retain temporary help and establish pay rates. The office of human resources is responsible for all official communications with temporary agencies.

It is the department manager's responsibility to adhere to the timeframes for temporary employees, monitor hours worked, and verify hours submitted by the temporary worker. The department manager is responsible for notifying human resources if the temporary assignment terminates before the original anticipated ending date, or if the temporary worker is unsatisfactory.

Responsibility

The associate vice president for human resources, or his/her designee, is responsible for the overall administration of this policy.