



## Operating Protocol & Procedure

### Details:

Number: 205

Title: Temporary Positions

Category: Employee

Office of Primary Responsibility: Purchasing Department

Approval Date: 2/2/15

Effective Date: 2/2/15

Revised: 1/11/16, 12/20/18

### Purpose:

To define the practice of augmenting College staffing needs through the assistance of temporary employees at Pueblo Community College (PCC).

### Applicability:

All PCC employees

### Definitions:

Temporary Employee/Staff – A person who is employed at PCC on a short-term basis through a temporary employment agency. The temporary employee is at no time and should not be considered an employee of Pueblo Community College. The temporary employee is the employee of the temporary agency. The temporary employee is subject to the supervision of a direct PCC employee and may not at any time supervise a direct PCC employee.

Temporary Employment Agency – A third-party employer who provides persons to remedy the temporary and short-term staffing needs of Pueblo Community College. The temporary agency is responsible for all wage, benefit, and liability concerns of the temporary employee while he or she is providing service at PCC.

Ultimus - PCC workflow software for the processing of various administrative procedures within the college.

### References:

None

### Attachments/Related Forms and Documents:

None

### Operating Protocol:

The short-term and/or temporary staffing needs of Pueblo Community College may be remedied through the hiring of temporary staff from a temporary employment agency provided that the person in question is eligible to serve in such a manner. The following eligibility criteria must be met for an individual to be hired as a temporary employee at PCC:

- The person will not be supervising PCC faculty and/or staff.
- The person is not a family member or relative of a PCC employee within the department of prospective service.
- The person does not serve in a capacity as temporary staff and as a PCC employee at the same time and/or in any fashion.
- The person in question will serve for a maximum of nine months in a 12-month period for any single or multiple functions in any one or multiple departments. If the service is consecutive, it will be for a maximum of nine months.
- The person has not served in a temporary manner for a minimum of three months after completing nine consecutive months of temporary service at PCC in any department or any function.
- The position being filled by a temporary employee has been vacant for at least four months after being filled by a temporary employee for nine consecutive months or for nine months in a 12-month period.
- The individual must meet the minimum requirements of the position being filled. Exceptions may only be made through a written request that includes the justification for waiving the minimum qualifications and approved by the Chief HR Officer and President.

If the person in question does meet the eligibility criteria, the prospective supervisor may contact a temporary employment agency, which is approved by the Purchasing Department. This initial contact should be made well in advance of the prospective date the temporary employee is to begin service.

Exceptions to the nine month rule may only be made on a limited case by case basis by the Human Resources Department. Exceptions will only be for specific, direct educational support positions such as tutors.

#### Procedure:

Upon agreement of the terms of service between the prospective PCC supervisor and the temporary employment agency, the supervisor must complete a Purchase Requisition in Ultimus which states the temporary employee's name, the date service will begin, the per hour pay rate the temporary staff person will receive from the temporary employment agency, and the per hour bill rate PCC will pay to the temporary employment agency. The Purchasing Office will create and submit a Purchase Order to the PCC supervisor and the temporary employment agency.

Prior to the official service start-date, the prospective temporary staff person must report to Human Resources to complete required paperwork.

Human Resources or Purchasing may deny employment of any given individual if they have worked for nine months in any given capacity, fail to complete necessary paperwork, or are otherwise disqualified.

Weekly time-sheet reporting must be made to the temporary employment agency on behalf of the temporary staff member by the PCC supervisor according to the terms of service. Wage and benefit compensation for the temporary staff member will be made by the temporary employment agency.

When a temporary employee is terminated or their assignment ends, the supervisor must complete the Separation from Position or Employment form in Ultimus if they had requested network or Banner access. If they had Banner access, you must complete the Banner Request form in Ultimus in order to delete all Banner Access. If they had no network access or Banner access, you must still notify the Human Resources Office at [PCCHR@pueblocc.edu](mailto:PCCHR@pueblocc.edu) that the employee is no longer working for the college, the last date of employment, and reason for separation.