

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.4

PAGE: 1 OF 3

PROCEDURE TITLE: TEMPORARY STAFF EMPLOYMENT

BASED ON POLICY:

REVISION NUMBER: 2

OFFICE OF
RESPONSIBILITY: HUMAN RESOURCES



PRESIDENT

November 9, 2010

DATE

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

PURPOSE

A temporary employee is an individual appointed on a full-time or part-time basis in a non-permanent position for a specific period of time not to exceed twelve (12) consecutive months. A temporary employee does not have permanent status and may be terminated at anytime without the right to appeal through the State Employee Grievance Committee.

It is in the best interest of the institution and its temporary employees that an orderly flow be established for all temporary agreements. Establishment of an institutional procedure concerning this flow should eliminate any delays in the payroll aspects, provide for consistent tracking and accounting in cost analysis and, allow for the necessary review and authorization of all temporary employment.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.4

PAGE: 2 OF 3

PROCEDURE

1. Persons wishing to work for the Technical College of the Lowcountry on a temporary basis should apply online (www.tcl.edu/hr) or submit a completed South Carolina State Application for Temporary Employment to the Human Resources Office as directed by the hiring authority. Persons previously employed by the Technical College of the Lowcountry, but not within the last year, will have to complete the Returning Temporary Employee Packet. Persons previously employed, but not for the last three or more years, must repeat the application process to include completing the New Temporary Employee Packet in its entirety.
2. Applicants for temporary employment must meet the minimum training and experience required of permanent classified positions.
3. Respective supervisors may contact the Human Resources Office to review applications.
4. Temporary Employment Agreements (TCL Form PER7) will originate with the respective supervisor. It is the supervisor's responsibility to provide all the information required by the agreement, sign the document, acquire the responsible Strategic Leadership Team Member's authorization and the employee's signature.
 - a. The completed Temporary Employment Agreement and any other related documents such as Request for Dual Employment should be sent directly to the Human Resources Office after all required approval signatures have been obtained. The Human Resources Office will verify the accuracy of the Temporary Employment Agreement and ensure that all required documents for employment have been completed.
5. The supervisor is responsible for ensuring that all other related documents required for employment have been completed and are on file in the Human Resources Office prior to the beginning of employment. These documents include Emergency Notification Form, South Carolina State Employment Application, State and Federal W-4 Forms, Employment Eligibility Verification Form I-9, with a copy of supporting identification attached, Grievance Acknowledgment Statement, Student Default Statements, Drug-Free Workplace Verification Statement and either a South Carolina Retirement System Enrollment blank or Non Election blank and temporary position description.

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 6-1-601.4

PAGE: 3 OF 3

Temporary Employment Agreements and hire packets must be submitted to the Human Resources Office within three (3) days of the date employment is to begin. The mandated Federal E-Verify System requires processing of employment verification (I-9 form) within three (3) days of an employee beginning work.

6. Temporary Employees must submit transcripts to the Human Resources Office for positions requiring degrees prior to beginning employment.
7. The Human Resources Office will maintain existing personnel files for all individuals who have worked under a Temporary Employment Agreement. Employee files are kept for fifteen (15) years from the date of termination.
8. All official documents and correspondence relating to a person's Technical College of the Lowcountry employment, including performance assessment, should be transmitted by the division supervisor to the Human Resources Office for permanent storage.
9. It is the responsibility of the supervisor to ensure that time sheets (TCL Form PER-8) are completed accurately with the required signatures and are forwarded to the Human Resources Office on schedule.