

UIC POLICIES AND PROCEDURES

		NUMBER 201-04
MANUAL Human Resources	SECTION Employment	PAGE 1 of 3
SUBJECT Hiring Temporary and Extra Help Employees / Use of Outside Temporary Agencies		EFFECTIVE 04/01/1997
ISSUED BY Vice Chancellor for Human Resources		REVISED 06/25/2007
		APPROVED BY Chancellor

PURPOSE

To clarify the use of Extra Help appointments in compliance with the State Universities Civil Service System Statute and Rules.

SOURCES AND BACKGROUND

State Universities Civil Service System Statute and Rules

APPLICABILITY

All users of Extra Help, the Temporary Pool, or outside temporary agencies

POLICY

The Human Resources Temporary Services Office approves Extra Help appointments and monitors the status of these appointments. An Extra Help position is defined as a position established for a period or periods which is intermittent or emergent in nature, payment is on an hourly basis, and the work cannot be assigned either on a straight-time or on an overtime basis to status employees. Extra Help appointments must:

- Meet the definition of an Extra Help position as noted above;
- A position may be utilized for a maximum of 900 hours of actual work in any consecutive 12 calendar months.
- After working 900 hours, an Extra Help employee may not be re-appointed to an Extra Help appointment until 30 calendar days have elapsed.
- Compensation of Extra Help/Temporary employees shall be made in accordance with established approved State Universities Civil Service System classifications and University of Illinois pay plans.
- The Human Resources Temporary Services Office may terminate an Extra Help position if it does not meet necessary criteria.
- The Human Resources Temporary Service Office is responsible for determining whether a need for an external temporary can be met from an outside agency.

PROCEDURES

RESPONSIBILITY

Extra Help Appointments

1. Hiring Department/Unit

2. Human Resources Officer

ACTION

Submits an approved Extra Help Requisition form to the Human Resources Department. The requisition should describe the amount of time the appointment may be needed and the Civil Service position title that most closely describes the duties to be performed.

Assists the department in determining the most appropriate title and ensures that the Extra Help candidate meets the required qualifications of the relevant Civil Service title.

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3. Human Resources Officer

Assists the department in determining the most appropriate title and ensures that the Extra Help candidate meets the required qualifications of the relevant Civil Service title.

4. Hiring Official

Establishes a starting date for the candidate. Prepares Pitr once the candidate has completed the DART new hire paperwork.

5. New Employee

Completes an on-line application and all necessary hire papers via NESSIE.

6. Human Resources Officer

Verifies completion of DART hires papers and enters data into Banner. Monitors the status, hours, and duration of Extra Help appointments to ensure conformance with Statute

RESPONSIBILITY

ACTION

Human Resources Temporary Help Services

Hiring Department/Unit

Contacts the Temporary Services Officer and indicates the duration of the position and duties of the position to be filled.

Human Resources Officer

Receives and reviews the request for temporary help and determines whether the position can be filled using the Temporary Pool employees. Fills the position with the appropriate Temporary Pool employee. Processes timesheets, payroll and billing of work hours for approved assignments.

RESPONSIBILITY

ACTION

Outside Temporary Agency Services

For departments in need of assistance in locating external temporary help:

Hiring Department/Unit

Must Contact the Temporary Services Office and indicate the need, duration of position to be filled.

Human Resources Officer

Determines if the request should be referred to a contracted outside agency, if no available candidates with required skills and experience are not located within the internal Human Resources Temporary Pool. Contacts an outside temporary agency, and places an order with the agency.

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Human Resources Officer

Officer determines appropriate title and salary to be contracted. Outside agencies cannot accept orders by anyone other than authorized campus Human Resources Temporary Employment Officers.

Reviews, verifies and process all outside temporary agency billing. Acts as a liaison between the University and the contracted agency.