

UIC HR Policies and Procedures

NUMBER

201-04

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SUBJECT	EFFECTIVE	REVISED
<i>Hiring Temporary and Extra Help Employees/ Use of Outside Temporary Agencies</i>	04/01/1997	09/01/2013
ISSUED BY	APPROVED BY	
Assistant Vice President for Human Resources	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 Statutes and Rules

APPLICABILITY

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

POLICY

The UIC Human Resources Temporary Services/Extra Help 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.
- UIC Human Resources Temporary Services/Extra Help may terminate an Extra Help position if it does not meet necessary criteria.
- UIC Human Resources Temporary Service/Extra Help is responsible for determining whether a need for an external temporary can be met from an outside agency.

PROCEDURES

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RESPONSIBILITY

ACTION

Extra Help Appointments

- | | |
|--------------------------------|---|
| 1. Hiring Department/Unit | Submits an approved Extra Help Requisition form and Position Authorization in HireTouch to UIC Human Resources. 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. |
| 2. UIC 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. |
| 3. Hiring Official | Establishes a starting date for the candidate. Prepares Front End transaction once the candidate has completed the Nessie new hire paperwork. |
| 4. New Employee | Completes an on-line application and all necessary hire papers. |
| 5. UIC Human Resources Officer | Verifies completion new hire paperwork and enters data into Front End. Monitors the status, hours, and duration of Extra Help appointments to ensure conformance with Statute. |

RESPONSIBILITY

ACTION

Human Resources Temporary Help Services

- | | |
|---------------------------|--|
| 1. Hiring Department/Unit | Completes the Position Authorization form and contacts the UIC Human Resources Temporary |
|---------------------------|--|

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Services/Extra Help Officer and indicates the need, duration of the position and duties of the position to be filled.

2. UIC 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:

1. Hiring Department/Unit

Completes the Position Authorization form and contacts UIC Human Resources Temporary Services and indicate the need, duration of position to be filled.

2. UIC 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 located within the internal Human Resources Temporary Pool. Contacts an outside temporary agency, and places an order with the agency. Officer determines appropriate title and salary to be contracted. (Outside agencies cannot accept orders by anyone other than authorized UIC Human Resources Temporary Services/Extra Help Officers.)

3. UIC Human Resources Officer

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