

| | | |
|--|--|---------------------------|
| NORTH CAROLINA DEPARTMENT OF COMMERCE | | POLICY # HR 15 |
| Title: Temporary Employment Services | | |
| Effective Date: October, 1996 Revisions: 7/99; 6/07 | Administering Authority: Human Resources Dir. | |
| Statutory Authority (if applicable): | | |

Purpose: To outline appropriate procedures for obtaining services of temporary employees through employment agencies.

Policy:

Temporary Employment Services may be used when vacancy or extended leave situations requires the services of an employee before a candidate can be hired or cause a hardship for the division or commission or in situations where there is a temporarily increased workload.

To Obtain Approval

- Complete a Temporary Solutions Request form, which specifically outlines the work to be performed, and the skill requirements needed for the position. The form should include justification for the temporary employee – vacancy, temporary increase in workload, etc. Budget code and funding source information must also be included.
- Submit completed request form to Human Resources to obtain approval from the Division/Commission Head, Fiscal Officer, and the DOC Human Resources Director. Approval by the Assistant Secretary for Administration may also be required.
- When requesting an extension of contract, follow the same procedure, noting on request form "Extension."
- The Human Resources Office will contact the Office of State Personnel/Temporary Solutions for temporary employees.

In the event that Temporary Solutions does not have an appropriate temporary employee, an outside temporary service agency will be contacted.