Additional Temporary Instructions and Guidelines

The University has approved a new temporary standard governing the employment of temporary staff hired directly through Purdue. Effective Jan. 1, 2019 Purdue direct hire temporary staff may work up to, but not exceed 1,000 hours in a rolling 12-month look back period. The current temporary position request form once used to hire temporary staff through Purdue payroll will no longer be used, and departments will assume the responsibility for hiring temporary staff and monitoring their hours.

Hiring Temporary Staff Directly through Purdue:

The following instructions are for temporary assignments in which a proposed temporary candidate has been identified. Any temporary assignments requiring recruitment must be hired through the outside temporary agencies contracted with Purdue; Knowledge Services or Olsten Staffing Solutions (dining and catering only).

1. Consider the hours and length of the proposed temporary assignment. If the assignment is half time or more for a year or longer, then a benefits eligible limited duration position should be created and posted; or the temporary should be hired through the outside agencies listed above. If the assignment is less than a year but will exceed 1,000 hours, the temporary should be hired through the outside agencies listed above.

2. If the proposed temporary assignment will not exceed 1,000 hours, check if the proposed temporary candidate has worked as a temporary employee with Purdue previously.

3. Run the new temporary positions report to see if the proposed temporary candidate appears or search by name. If they do not appear, proceed with the quick hire process. If they do appear, check to see if they have been separated from all temporary assignments for six months or longer. If they have, then proceed with the quick hire process.

4. If they have not been separated for six months or longer, use the temporary report to see how many hours the temporary employee has worked in the last 12 months. Consider if the requested temporary assignment will cause the temporary employee to exceed the 1,000 hours on a rolling 12-month look back period. If yes, then you should use the appropriate outside agency listed above; if no, then proceed with the quick hire process.

All temporary assignments should be hourly, non-exempt in order to monitor actual hours worked. In the rare event a monthly, exempt temporary assignment is needed, a new temporary position will need to be created (departments cannot re-use exempt temporary positions). Please contact Human Resources Compensation prior to creating the monthly temporary position for approval. The length of exempt temporary assignments will be restricted based on the equivalency to bi-weekly hours. For example, a biweekly person works 2080 hours full time in one year. A full time exempt temporary assignment must be less than six months; a three quarter assignment must be less than nine months and so forth. Departments must enter the FTE of the temporary exempt appointment going forward. Exempt temporary positions will be delimited once vacated.

Monitoring Temporary Employee Hours

Departments will be responsible for monitoring the hours of temporary staff hired directly through Purdue. Purdue direct hire temporary staff are allowed to work up to, but not exceed 1,000 hours in a rolling 12-month look back period. A Temporary Position report has been created to aid in the administration and monitoring of
temporary employees. The Cognos Temporary Position report is located here: Boiler Insight>Standard Content>HR/Payroll. Department business offices should run the report at least once a month and then after each biweekly pay period as temporary appointments approach 1,000 hours.

1. Departments should enter the current month for the highest value and 12 months prior as the lowest value. Example: highest value = 04-2019, lowest value = 05-2018
2. The report should be run wide open to bring in all the temporary appointments a person has worked over the past 12 months. The report can then be exported to Excel for additional filtering.

Purdue Direct Hire Temps who Reach or are Approaching 1000 Hours

Based on the new temporary standard for Purdue direct hire temporary staff, the department should take action by selecting one of the following options as temporary staff approach the 1,000-hour restriction:

1. End the Purdue direct-hire temporary appointment and separate the temporary employee.
2. Replace the temporary employee with a student employee; department would need to recruit a student to fill this role.
3. Create a half time or more benefits eligible position, limited duration or ongoing, in which the temporary employee can apply if budget allows; please contact your Human Resources Compensation Specialist to discuss this option.
4. Transition the temporary employee to the appropriate outside temporary agency:
   a. Olsten Staffing Solutions – **for Dining and Catering only**
      Cortney Kerst, Senior Delivery Recruiter
cortney.kerst@olsten.com
Olsten telephone: 765-448-4911
Purdue telephone: 765-496-6358
   b. Knowledge Services – Clerical, Medical, IT, and all other industries not served by Olsten Staffing
      [https://programs.knowledgeservices.com/purdue/purdue-program-managers/](https://programs.knowledgeservices.com/purdue/purdue-program-managers/)

If you have additional questions after reviewing all the information concerning temporary employment on the Careers website, please send questions to the appropriate email addresses below:

For questions concerning the Temporary Standard or the administration of temporary staff, please email tempgroupedrequests@purdue.edu.

For questions concerning hiring temporary staff through Success Factors, please email sfrecruit@purdue.edu.