

State Human Resources Policy #E24-101.05

Seasonal (Temporary) Employment

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY 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.

DEFINITIONS

Agency – The South Carolina Military Department/Office of the Adjutant General

Temporary Employee - A full-time or part-time employee who does not occupy an FTE, Temporary Grant, or Time-Limited position, whose employment is not to exceed one year, and who is not a covered employee.

Temporary Position - A full-time or part-time non-FTE position created for a period of time not to exceed one year.

POLICY

1. The South Carolina Military Department may hire and utilize seasonal (temporary) positions for use during peak periods when additional manpower is needed to maintain the Agency's workflow and/or special projects.
2. The Chief of Staff for State Operations is the approval authority for seasonal employees.
3. Program Managers/Department Heads will not use seasonal employment as a method of circumventing the hiring process or limitations.
4. Seasonal employees are classified as non-exempt employees.

PROCEDURE

1. The requesting Program Manager or Department Head (or their authorized representative) will document the request and the justification on a Personnel-Payroll Action Request (PAR) Form and submit the request to the South Carolina Military Department State Human Resources Officer (HRO) along all other required or necessary supporting documentation.
 - a. The Program Manager or Department Head (or their authorized representative) must verify the availability of funds to support the request.
 - b. Each request should document the need, duration of the requirement, and a description of duties.
2. The State HRO will determine the proper classification based on the assigned responsibilities and verify that the request is in accordance with this Policy and with State Human Resources Regulations.
3. The State HRO will maintain the records of the actions.