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Applicability: All DDSN State Employees (REVISED)

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE SOUTH CAROLINA DEPARTMENT OF DISABILITIES AND SPECIAL NEEDS (DDSN). THIS DOCUMENT DOES NOT CREATE ANY CONTRACTURAL RIGHTS OR ENTITLEMENTS. DDSN 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.**

## **PURPOSE**

The purpose of this directive is to establish a policy for the administration of temporary positions and the control and accountability of employees appointed in a temporary status.

## **POLICY**

It is the policy of the South Carolina Department of Disabilities and Special Needs (DDSN) to establish temporary positions and hire temporary employees only when an operational need warrants such, and when needed to provide critical coverage while FTE employees are on

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Clinton, SC 29325-5328  
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

### **DISTRICT II**

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

extended leave. Establishment of temporary positions will be subject to the availability of funds budgeted for that purpose in each program area and are subject to immediate deletion.

## **DEFINITIONS**

**Temporary Position:** A position that is established to fulfill an immediate, limited operational requirement or to provide critical short-term coverage for FTE employees on extended leave. The use of a temporary position cannot exceed 12 continuous months.

**Temporary Employee:** A fully qualified part-time employee who does not occupy a FTE position and whose employment is not to exceed 12 months. Temporary employees will not be used to fill vacant FTE positions and will not be appointed to a position for more than one 12 month period. Temporary employees are not considered "covered employees."

**Contractual Provider:** A firm providing temporary workforce services under contract for a specified period of time.

## **ESTABLISHMENT OF TEMPORARY POSITIONS**

Division Directors must submit a written request to the DDSN Central Office Human Resources Director to establish a temporary position, using Attachment B: Request for Temporary Position and Employee (Form HRPA-02). Appropriate justification must be provided in the request.

Human Resources staff will create all temporary positions, using the "Temporary Part-Time" designation in the South Carolina Enterprise Integration System (SCEIS) unless approval for an exception of the part-time limit has been granted by the State Director.

## **MAXIMUM ALLOWABLE DURATION**

Temporary positions shall not be established for more than 12 months. At the end of 12 months, the temporary position shall be deleted, and the temporary employee shall be separated from employment.

Temporary employees shall be scheduled to work no more than 25 hours per week. Requests for the use of temporary employees in excess of 25 hours per week must be requested by service directors in advance and approved by the DDSN State Director or his/her designee, using Attachment B, Request for Temporary Position and Employee.

## **RATE OF PAY**

The hourly pay rate for a temporary employee may be negotiated. The hourly rate for temporary employees will not exceed the maximum salary of the band/level assigned to a similar position in the classified service except as approved by the DDSN State Director or his/her designee. In no case will the hourly pay rate be below the prevailing minimum wage.

## FRINGE BENEFITS

Temporary employees are not entitled to annual leave, sick leave, military leave, and State Legal Holidays. Temporary employees will be covered by the Workers' Compensation program. Social Security contributions (FICA) and other required payroll taxes will be payroll deducted. If applicable, retirement and voluntary benefit contributions will be payroll deducted for temporary employees.

## EMPLOYMENT PROCEDURES

Division Directors shall use Attachment B: Request for Temporary Position and Employee, to indicate and provide justification to hire the person selected to fill an established temporary position. In addition, temporary employees will be required to sign a Temporary Employment Agreement (Attachment A – Form HRP A-01) at the time of hire stating their understanding and agreement of employment in a temporary capacity, subject to termination at any time due to lack of funds, discontinuation of the program, return of the FTE employee or for any other reason at the discretion of DDSN.



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Susan Kreh Beck, Ed.S., LPES, NCSP  
Associate State Director-Policy  
(Originator)



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Patrick J. Maley  
Interim State Director  
(Approved)

*To access the following attachments, please see the agency website page “Current Directives” under this directive number at <http://www.ddsn.sc.gov/about/directives-standards/Pages/CurrentDDSNDirectives.aspx>.*

Attachment A: DDSN Temporary Employment Agreement Form (HRPA-01)  
Attachment B: DDSN Request for Temporary Position and Employee Form (HRPA-02)

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