

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: FLSA and Classification and Compensation Administration	Section: II
	Subject: C
SUBJECT: Temporary Classification Plan	Effective: 06/05/09
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TEMPORARY CLASSIFICATION PLAN

Purpose and Scope

This policy sets forth the procedures for the establishment, maintenance and administration of a non-permanent, non-faculty classification plan. For a position to be categorized as temporary, it must not exist for a period to exceed 12 months.

Administration of the Plan

- A. To ensure that temporary position classifications are comparable to those in the permanent classified service, the Office of Human Resource Management (OHRM) shall approve all temporary position classifications.
- B. Employees appointed to temporary positions may be paid at a level higher than minimum range if the applicant possesses training and experience beyond the minimum experience required for the position. The department must obtain approval from OHRM prior to the employee's effective date of employment.
- C. A temporary employee may be hired through established procedures into a permanent position. The employee's salary must be renegotiated with OHRM and/or the Budget and Control Board Office of Human Resources as any newly hired employee in a permanent position (see Section II, Subject B.2, "Classification and Compensation: Pay Plan").
- D. All applicants appointed to temporary positions must have a current application on file with OHRM.