

## TEMPORARY NEW HIRE

### P-1 Type 039 Temporary Type Appointment – New Hire

Requires Approvals by: PA DEPT CERT COMP

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- There **must** be a note in the P1 remarks that the position has been approved by Department of Management (DOM) and/or the Personnel Officer (PO).
- All temporary employees must be in an 800 seat number (900 seat numbers are no longer available for use).
- The pre-tax indicator should be “0 Not Eligible”.
- Pay can be set at any rate within the pay grade.
- Mode of Pay should be set to 01 Hourly.
- Temporary and Seasonal appointments shall not exceed 780 work hours in a fiscal year.
- All newly hired temporary employees will have a Retirement Indicator of 0.

#### 800 Seat Number Positions:

##### Temporary:

- Position Type: 06 Temporary
- Employee Status: 12 Temporary
- Condition of Employment: 11 Not to go over 780 hours

##### Seasonal:

- Position Type: 06 Temporary or 08 Seasonal
- Employee Status: 09 Seasonal
- Condition of Employment: 06 Seasonal

### Administrative Rule 53.5(5), 57.4 and 57.7

**53.5(5) Temporary, seasonal, and internship.** When an appointment is made to a class on a temporary, seasonal, or internship basis, the employee may be paid at any rate within the pay grade to which the class is assigned. Such employees may be given authorized, noncontract salary, across-the-board adjustments within the minimum and maximum rates of the pay grade. Temporary, seasonal and internship employees are not eligible for within-grade increases based on performance or time in service.

**57.4(8A) Temporary appointment.** Persons may be appointed with temporary status to any class. They may be paid at any rate of pay within the range for the class to which appointed.

Temporary appointments may be made to temporary positions or to permanent positions, or on an overlap basis to unauthorized positions, and may be made to any class and at any rate of pay within the range for the class to which appointed.

A temporary appointment shall not exceed 780 work hours in a fiscal year.

A temporary employee shall have no rights to appeal, transfer, demotion, promotion, reinstatement, or other rights of position, nor be entitled to vacation, sick leave, or other benefits.

A person appointed with temporary status shall only be given another temporary type of appointment to the extent that the total number of hours worked in all temporary appointments in a fiscal year does not exceed 780 hours.

**57.7(8A) Seasonal appointment.** The director may authorize appointing authorities to make seasonal appointments to positions. Seasonal appointments may be made to any class and at any rate of pay within the range for the class to which appointed. Seasonal appointments may, however, be made only during the seasonal period approved by the director for the agency requesting to make the appointment, and must be concluded by the end of that period. To be eligible to make seasonal

## **TEMPORARY NEW HIRE CONTINUED**

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appointments, the appointing authority must first submit a proposed seasonal period to the director for approval. Such period shall not exceed six months in a fiscal year; however, the appointment may start as early as the beginning of the pay period that includes the first day of the seasonal period and may end as late as the last day of the pay period that includes the last day of the seasonal period.

Persons appointed with seasonal status shall have no rights of appeal, transfer, promotion, demotion, reinstatement, or other rights of position, nor be entitled to vacation, sick leave, or other benefits.

A person appointed with seasonal status to a classification covered by a collective bargaining agreement shall not work in excess of 780 hours in that status in such a class or classes, nor shall that person accumulate more than 780 hours worked in any combination of temporary statuses in any agency or any combination of agencies during a fiscal year.