

## **TEMPORARY / AMERICORPS POSITIONS**

### **P-1 Types 080 AmeriCorps > Temp Appt & 081 Temp Appt > AmeriCorps**

Requires Approvals by: PA DEPT COMP

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**Pay Period Frequency:** One time use.

- If the individual is going from an AmeriCorps position to a temporary or seasonal appointment, 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).
- For temporary and seasonal appointments, pay can be set at any rate within the pay grade.
- For an AmeriCorps > Temp transfer (P-1 type 080), the Mode of Pay should be set to 01 - Hourly on page 5.
- For a Temp > AmeriCorps transfer (P-1 type 081), the Mode of Pay should be set to 03 - Biweekly on page 5.
- Temporary and seasonal appointments shall not exceed 780 work hours in a fiscal year.
- AmeriCorps volunteer/stipend hours worked will not impact the maximum 780 work hours for temporary and seasonal appointments in a fiscal year.
- Dept Service date should be set to beginning of current pay period on page 8.
- The Date of Employment on page 8 should always be changed to the date the person started working in the AmeriCorps or temporary/seasonal position (typically the first day of the current pay period). For example, if an individual is transferring from a temporary position to AmeriCorps, the Date of Employment should be set to the date the person started work in the AmeriCorps position. If an individual is transferring from an AmeriCorps position to a temporary position, the Date of Employment should be set to the date the person started work in the temporary position.
- Both temporary employees and AmeriCorps volunteers need to have a Retirement Indicator = 0 manually entered on page 9. This prevents IPERS covered wages from being recorded, per IPERS rules. This is a required entry.

#### **Position set-up on page 7:**

##### 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

##### AmeriCorps:

- Position Type: 09 Temp Unauthorized
- Employee Status: 12 Temporary
- Condition of Employment: 11 Not to go over 780 hours

### **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.

**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.

## **TEMPORARY / AMERICORPS POSITIONS CONTINUED**

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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 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.