

TEMPORARY TO PERMANENT POSITION

P-1 Type 086 Temp Appt to Perm Position

Requires Approvals by: PA DEPT CERT COMP

- All new merit employees should come off of a BrassRing list, therefore a BrassRing number must be provided in the P1.
- Employee should be brought in at the minimum of the pay grade for the job class unless the employee has an approved Special Pay/Appointment Action form (M40).
- For AFSCME new hires or those that start on the first day of the pay period, the step increase date will be 26 weeks from the effective date of employment.
- For non-AFSCME employees who do not start the first day of the pay period, the step increase date will be 26 weeks from the effective date of employment **plus** one additional pay period.
- Mode of pay should be changed to "03 Bi-Weekly".
- Employee status should be "Probationary".
- Condition of Employment should be changed to "01 Full Time".
- The status expiration date should be set to exactly 6 months from the employee's date of hire (i.e. if an employee was hired 9/22/2012, their status expiration date would be 3/22/2013).
- The Date of Employment will remain the same provided there is no break in service between when the employee was a temp and when they started in the permanent position. If there is a break in service, the Date of Employment will be changed to the date the employee is hired into the permanent position.
- The Seniority Date will stay the same if the period of employment in the temporary position "was in the same classification as and contiguous to the appointment to a permanent position" (AFSCME & IUP contracts, Article V). Otherwise, the employee receives a new Seniority Date.
- The Vacation Anniversary date should be set to the date the employee is hired into the permanent position.
- Retirement Indicator should be set to "1 IPERS" or another applicable retirement indicator.

Administrative Rule

N/A

Step Increase Date

For AFSCME new hires or those that start on the first day of the pay period, the step increase date will be 26 weeks from the effective date of hire.

For non-AFSCME employees who do not start the first day of the pay period, the step increase date will be 26 weeks from the effective date of hire **plus** one additional pay period.

Example:

Effective date of hire: 04/12/2013

Step increase date for AFSCME new hires or those that start on the 1st day of the pay period: 10/11/2013

Step increase date for non-AFSCME employees who start after the 1st day of the pay period: 10/25/2013