



# The Universities

AT SHADY GROVE

OFFICE OF HUMAN RESOURCES

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## Contingent I Staff Hiring Process

Procedure Owner: Office of Human Resources



## OFFICE OF HUMAN RESOURCES

### Contingent I Hiring Process

#### I. Definitions

##### **Contingent Employment:**

Contingent employment is a non-regular status of employment pertaining to nonexempt and exempt staff positions only. *USM UHR Business Rules and Guidelines, Section 1, pg. 5.* [PHR Business Rules](#)

##### **Contingent Employee:**

A contingent employee is a non-faculty employee who: (1) pursuant to a written agreement, provides personal services to an institution for pay; (2) is not employed as a regular status employee in a budgeted position; (3) whose compensation, terms and conditions of employment are governed by this policy and a written contract, and not by the USM policies generally applying to regular status nonexempt and exempt staff; and (4) has an employer-employee relationship with the institution in which the institution furnishes necessary supplies and equipment, and a place to work; has the right to control/direct the details, means, and results of the performance of services; and has the right to discharge the employee from employment. *USM UHR Business Rules and Guidelines, Section 1, pg. 5.* [PHR Business Rules](#)

##### **Contingent Category I:**

Any Contingent Status employee who written agreement (contract) is for a term of six months or less regardless of the percentage of time worked and regardless of whether it is seasonal or intermittent in nature (works "If and when needed").

Any Contingent Status employee shall not be required to be hired through competitive recruitment or selection, but must meet the minimum qualifications of the position.

Any Contingent Status employee shall not be entitled to receive fringe benefits except as required by the Patient Protection and Affordable Care Act (PPACA).  
[\(USM Bylaws, Policies and Procedures of the Board of Regents, VII – 1.40 pgs. 1-2\).](#)

#### II. Acronyms

UHR – University Human Resources – College Park  
OHR – Office of Human Resources – Shady Grove  
HM – Hiring Manager

PHR – Payroll Human Resources

### III. Contingent I Hiring Process

#### Requesting a New Position

- i. Hiring Manager (HM) determines need for a temporary position and shares position description with the Office of Human Resources (OHR);
- ii. OHR reviews the job description and provides the HM with the job classification for the position to include the hourly range, proposed job title, required years of experience and education, Fair Labor Standard Act (FLSA) status;
- iii. HM receives job description and confirms funds are available for the position with the Budget Office;
- iv. HM forwards request for temporary position to the Sr. Division Officer for approval and discusses the departmental need for the position;
- v. Sr. Division Officer (or designee) completes the Permission to Recruit for Contingent I position and forwards to the Director of Administration and Talent Management;
- vi. The Director of Administration and Talent Management reviews the request and, if approved;

#### Interview and Selection Process

- i. HM proceeds with the interview and selection process;  
HM selects finalist and provides to the OHR the following information:
  - Finalist name
  - Functional Title (e.g. – Payroll title: Coordinator. Functional Title: Marketing Coordinator)
  - Job Description
  - Contract start and end date
  - Proposed hourly rate
  - Hours (full-time or part-time)
  - Resume
- ii. OHR creates contract and forwards to HM for signature; HM returns signed contract to OHR:

#### Onboarding Process

- i. OHR contacts the selected finalist to set a date and time to complete new hire paperwork;
- ii. Selected finalist meets with the OHR – reviews and signs contract and presents new hire documents;
- iii. OHR adds new hire to payroll through the Payroll Human Resources (PHR) system.
- iv. New hire begins work on effective date of employment.

(Note: HM may request for Contingent I position to be posted on the USG and UHR career portal.