



The Universities

AT SHADY GROVE

OFFICE OF HUMAN RESOURCES

Contingent II Staff Hiring Process

Procedure Owner: Office of Human Resources

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OFFICE OF HUMAN RESOURCES

Contingent II 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 perform from employment. USM UHR Business Rules and Guidelines, Section 1, pg. 5. [PHR Business Rules](#)

Contingent Category II:

Any Contingent Status employee whose written agreement (contract) is for more than six months, but no more than 12 consecutive months; and is on a fulltime basis or on a part-time basis of 50% or more of fulltime employment; and is not seasonal or intermittent in nature. ([USM Bylaws, Policies and Procedures of the Board of Regents, VII – 1.40 pgs. 1](#)).

II. Acronyms

UHR – University Human Resources – College Park
OHR – Office of Human Resources – Shady Grove
HM – Hiring Manager
PHR – Payroll Human Resources
FLSA – Fair Labor Standards Act
COO – Chief Operating Officer
USG – Universities at Shady Grove

III. Contingent II Hiring Process

Requesting a Position

- i. Hiring Manager (HM) determines the need for a permanent position and shares position description with the Office of Human Resources (OHR);
- ii. OHR reviews the job description and provides HM with the job classification for the position to include the proposed job title, required years of experience and education, and the 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 to the Sr. Division Officer for approval and discusses the strategic department need for the position;
- v. Sr. Division Officer (or designee) completes the Permission to Recruit form and forwards to OHR;
- vi. OHR reviews and forwards the Permission to Recruit form request to the Chief Operating Officer (COO) for signature;
- vii. The COO signs the Permission to Recruit form and notifies OHR;
- viii. OHR sends position to UHR Compensation and Classification for review and approval;
- ix. UHR Compensation and Classification completes job analysis and returns to OHR;
- x. OHR updates HM as appropriate on any new job classification or other updates or changes on the position.

Recruitment and Selection

- i. OHR discusses recruitment plan with the HM;
- ii. USG and UHR post the position on their prospective websites and external job boards when required;
- iii. HM and/or Search committee reviews the position resumes and selects finalists for interviews;
- iv. Search committee conducts in-person interviews the final candidates.
- v. Search Committee selects finalist and provides to the OHR the following information:
 - Finalist name
 - Contract start and end date
 - Proposed hourly rate
 - Hours (full-time or part-time)
- vi. OHR creates contract and forwards to HM for signature; HM returns signed contract to OHR;
- vii. OHR sends contract for signature to the following staff:
 - Executive Director
 - Sr. Administrator, Office of the Provost
 - Chief Operating Officer (USG)
 - Assistant Director of Compensation and Employment (UHR)

Onboarding

- i. OHR contacts the finalist to set a date and time to complete new hire paperwork;
- ii. Selected candidate 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.