

Short Term Employee

Professional Expert

Substitute

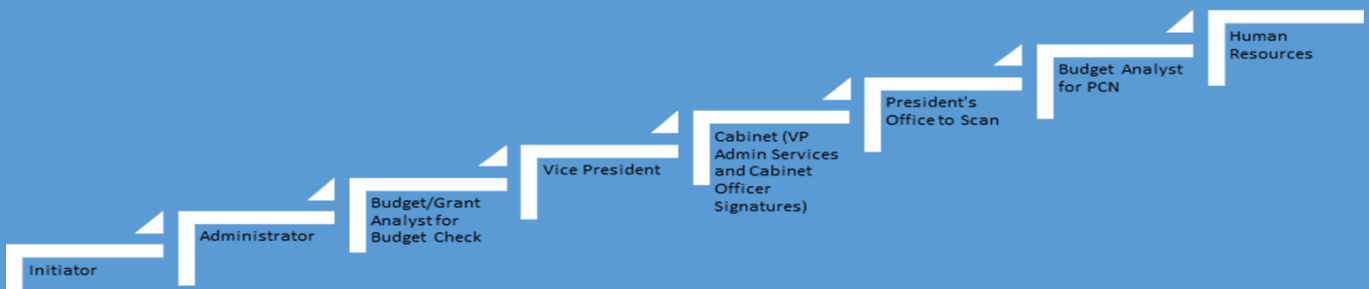
Short term project only. Employee is not needed on a continuing basis. Start and End date defined.

Employee has specialized knowledge or expertise not found within the current pool of employees at AHC.

Temporarily fill a classified vacancy or employee absence for CSEA Positions. Not to exceed 100 calendar days.

Start

PAR/NE is generated by department. Routed for signature.



Unnamed PAR/NE forwarded through signature process for recruitment.

Recruitment coordinator posts for temp positions online. Applications directed to HR.

Supervisor reviews applications in HR. Interviews at the discretion of the supervisor.

Selected employee's name is added to pre-approved PAR/NE

Approved PAR/NE arrives in HR to be Board Reported and employee is contacted for next available new hire orientation. HR Assistant will contact the supervisor when employee is clear to start working. Employee cannot start working until cleared by the HR Assistant.

PAR/NE already has a name on the form for Short Term Employee, Professional Expert or Substitute.

Named PAR/NE is sent through the appropriate signature sign off process.

Approved named PAR/NE arrives in HR to be board reported. Employee is contact for next available new hire orientation. HR Assistant will contact the supervisor when employee is clear to start working. Employee cannot start working until cleared by the HR Assistant.

For All New Hires:

Employee is contacted by phone/email and receives new hire packet to being process for hire. Must complete all clearances before assignment begins. Employee is responsible for new hire documents and completing new hire orientation.

- Tuberculosis
- DOJ Clearance
- HR/PY documents

HR Assistant will notify supervisor with a status update on new employee