



## ***Responsibilities of Agencies and Temporary Solutions***

Temporary solutions is a temporary employment service exclusively for State Government, operated by the Office of State Human Resources. The following information is to provide clarification of responsibilities of the agency and Temporary Solutions for placement of a temporary employee.

### Job Orders

In order to expedite the placement of an employee, job orders must contain the information requested on the Job Order Form on the temporary solutions website <http://www.oshr.nc.gov/Recruit/tempsolu/employers.htm> .

### Classification & Compensation of Employee

Our Placement Counselors are trained to identify the most appropriate graded and associated pay range for each job placement. It is critical that the job description provided by the agency accurately reflects the job duties and specific skill and knowledge required. If the agency is requesting an individual and recommending a specific graded classification, the counselor will review the individual's qualifications in accordance with State Personnel requirements to confirm the recommendation is accurate. If there are questions the counselor will contact the agency to help determine the most appropriate classification and pay range. If the agency is requesting an employee for a banded position, a completed Career Banding Assessment form will be required from the agency when the job order is placed (<http://www.osp.state.nc.us/CareerBanding/forms.htm>). The counselor will review the qualifications of the requested individual to ensure the appropriate band and salary.

### Work Assignments

Temporary solutions assignments are for a period of 11 consecutive months or less. While the Placement Counselors track the time an employee is on the job, the agency is responsible for monitoring this as well, to ensure compliance with State Policy. Students are exempt from the eleven-month maximum limit, as long as they are in school and attending classes full time, which would render them unavailable for full time work. Retired employees are also exempt from the eleven-month maximum if they are drawing a retirement income and/or social security benefits. Retirees from the Teachers and State Employees Retirement System must adhere to the retirement system's rules concerning allowable earnings as well as the appropriate waiting time before re-employment with the State.

### Time Sheets

Time Sheets and pay schedules are available in our office or on our website ([www.nctemporarysolutions.com](http://www.nctemporarysolutions.com)). The supervisor is responsible for the verification of the time recorded by the employee, and signing the form in the time frame required for the employee to submit the form to Temporary Solutions in order to make the following payroll. It is the agency's responsibility to have prior knowledge and give approval for employees to work overtime and holidays. Holiday approval is documented with the initials of the supervisor on the time sheet for any holiday in which hours were entered, and the pay for that time will include holiday premium pay. The supervisor is responsible for securing a copy of the time sheet for the agency and forwarding it to the appropriate staff for documentation necessary for payment of invoices.

For those agencies that utilize the automated BEACON time entry system. All time approved by the supervisor is final and will be invoiced. It is the responsibility of the supervisor and/or time administrator to insure that it is accurate prior to approving. **All invoices are due upon receipt.**

### Tort and Workers' Compensation Liabilities

It is the policy of Temporary Solutions to require the agency to which the employee is assigned to accept responsibility for tort liabilities. The primary reason for this is that the supervising agency is in the best position to minimize the risk of any tort claims that might arise. Likewise, the supervising agency is responsible for all Workers' Compensation claims that are filed by temporary employees provided by Temporary Solutions.

Background Checks and Credential Verifications

Temporary Solutions will conduct background checks only through the North Carolina Division of Adult Correction site, and any findings will be disclosed to the hiring agency. Deeper background checks are the responsibility of the hiring agency. Credential verification for any educational or certification requirements will also be the responsibility of the hiring agency.