



OFFICE OF HUMAN RESOURCES

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STANDARD OPERATING PROCEDURES

**CONTINGENT I HIRING PROCESS**

Procedure Owner: Recruitment

Document Version v1.0

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**ABOUT THIS DOCUMENT**

This document was prepared by Recruitment to standardize the procedure for the Contingent I Hiring Process. It is a living document that will be updated as needed.

**TABLE of CONTENTS**

<b>1.0</b>	<b>Introduction .....</b>	<b>3</b>
	1.1 Document Purpose.....	3
	1.2 Scope .....	3
<b>2.0</b>	<b>Roles and Responsibilities .....</b>	<b>4</b>
<b>3.0</b>	<b>Definitions, Acronyms and Abbreviations.....</b>	<b>5</b>
	3.1 Definitions.....	5
	3.2 Acronyms.....	5
<b>4.0</b>	<b>Posting the Job Vacancy and Applicant Screening for Contingent I Hiring Process .....</b>	<b>6</b>
	4.1 The Role of Recruitment and Posting the Job Vacancy .....	6
<b>5.0</b>	<b>The Manager’s Role in the Recruitment and Selection Process for the Contingent I Hire .....</b>	<b>6</b>
	5.1 Manager Procedures for Recruitment for a Contingent I Position .....	6
<b>6.0</b>	<b>The Role of Recruitment and the Pre-Employment Checks for a Contingent I Hire .....</b>	<b>7</b>
	6.1 Receipt of the RTF and the Pre-employment Checks .....	7
<b>7.0</b>	<b>The Role of Recruitment, the Salary Offer and State Start Date for a Contingent I Hire .....</b>	<b>7</b>
	7.1 Making the Salary Offer and Establishing the Start Date.....	7
<b>8.0</b>	<b>The Role of Recruitment and the Hiring Manager and the Contingent Employee Agreement.....</b>	<b>7</b>
	8.1 Signatures Required for the Contingent Employee Agreement	
<b>9.0</b>	<b>New Hire Orientation and the Contingent I New Hire.....</b>	<b>8</b>
	9.1 New Hire Orientation and Required Attendance	
<b>10.0</b>	<b>Appendices.....</b>	<b>8</b>
	Appendix A – CSU Definition of Contingent Status Employment .....	9
	Appendix B– Contingent Employee Agreement .....	10-11
	Appendix C – Contingent I Hiring Process Workflow Diagram .....	12
	Appendix D – Email Communication for Contingent I Finalists.....	13
	Appendix E – Position Requisition Transition Form .....	14

Appendix F – Document Change Control ..... 15

## **1.0 Introduction**

### **1.1 Document Purpose**

The purpose of this document is to detail the Contingent I Hiring Process in accordance with the Coppin State University hiring policy. The Office of Human Resources (OHR) is actively collaborating with hiring managers to communicate established policies, procedures and protocols more directly. This document details the Standard Operating Procedures for the Contingent I Hiring Process.

### **1.2 Scope**

This document provides the Standard Operating Procedures for the Contingent I Hiring Process and the roles of the Office of Human Resources and the Recruitment function responsibility and accountability.

## 2.0 Roles and Responsibilities

Owners	Responsibilities
Office of Human Resources (OHR)	<p>The Office of Human Resources serves the entire University community and is responsible for the hiring and retention of employees. To this comprehensive end, we strive to enhance overall organizational effectiveness through sustained superior performance in:</p> <ul style="list-style-type: none"><li>• The recruitment and compensation of premier faculty and staff;</li><li>• The creation of a fair and equitable environment that fosters personal and professional development, and</li><li>• The provision of essential customer services of exceptional quality.</li></ul>
Recruitment	<p>Assist hiring manager to post job vacancies for Contingent I hires only when requested. Conduct all pre-employment checks for Contingent I hires. Extend an invitation to New Hire Orientation. Assist with the onboarding process including collection of all new hire documents. Present a Contingent I contract to the hiring department for appropriate signatures.</p>
Hiring Managers (HM)	<p>Create position Requisition Transition Form (RTF) for Contingent I hire and screen and review candidates.</p>

### 3.0 Definitions, Acronyms and Abbreviations

#### 3.1 Definitions

**Office of Human Resources** – Coordinates all the efforts of the departments within the Office of Human Resources related to the Contingent I Hiring Process.

**Contingent I** – Employee who is in the relationship with the University as a temporary hire.

**Contingent Employee Agreement** – Contract agreement between Coppin State University and the Contingent I hire that states the details of the employment contract, i.e., department, hours worked per week, hourly rate, and the beginning and end date of employment. Contingent I Employee Agreements are renewable every six (6) months up to a period of one (1) year.

**Hiring Manager** - Employee who works with the Office of Human Resources and is responsible for the final selection of new hires.

**Recruitment** – OHR functional area responsible for the hiring process and the on-boarding of University new hires.

**Recruiter** - Employee who is responsible for working with hiring managers and staff within the University for processes and protocols related to the hiring process.

**New Hire** – A candidate who has been offered employment at the University and has received a Contingent Employee Agreement with an effective date of hire and is approved to attend New Hire Orientation.

#### 3.1 Acronyms

The following terms or acronyms are applicable and defined as follows:

SOP	Standard Operating Procedure
CSU	Coppin State University
OHR	Office of Human Resources
HM	Hiring Manager
RTF	Position Requisition Transition Form
JD	Job Description

#### 4.0 Posting the Job Vacancy and Applicant Screening for the Contingent I Hiring Process

##### 4.1 The Role of the Recruiter and Posting the Job Vacancy

- i. Recruitment will post the job vacancy for the Contingent I Hiring Process *only at the request of the HM* for a minimum of three (3) weeks.
- ii. *It is not required for the Contingent I job vacancy to be posted.*
- iii. For Contingent I positions that have been posted, Recruitment will review the resumes according to the job competencies and forward the shortlisted candidates only, up to a maximum of ten (10) to the HM.

#### 5.0 The Manager's Role in the Recruitment and Selection Process for the Contingent I Hire

##### 5.1 Manager Procedures for Recruitment for a Contingent I Position

- I. Manager determines a need for additional part-time, temporary staffing for a finite period of time not to exceed one year in length.
- II. Manager develops a job description of the duties and responsibilities for the position and consults with Human Resources to evaluate and determine job class, job code and salary for the position.
- III. Manager, through referrals or other recruiting avenues, identifies an individual who may be qualified for the responsibilities of the position and may be interested in employment on a short-term basis not to exceed one (1) year.
- IV. Manager contacts the individual to determine their interest in the position.
- V. If interested, the manager schedules an interview to assess if the individual possesses the skills, minimum education, and experience required for the position.
- VI. Manager completes a Position Requisition Transition Form (RTF) with the name of selected candidate, job class, job title, job category, and hourly rate to obtain approval to hire individual as Contingent I employee.
- VII. The RTF requires the approval of the following employees:
  - i. Originator;
  - ii. Director/Chair;
  - iii. Dean (When RTF is from an academic unit);
  - iv. Vice President (When RTF is from a business unit);
  - v. Title III Director (When RTF is for a grant);
  - vi. Budget (All RTFs require Budget approval).
- VIII. Manager forwards RTF to next level supervisor for approval. The Vice President forwards the RTF to the Budget office for approval.
- IX. Budget office forwards RTF to human resources for processing.
- X. Recruitment informs department that the RTF and potential hire of finalist is approved based on the successful completion of all pre-employment checks. These checks will include the review of the minimum qualifications for the position and the finalist meeting the competencies required by the job description.
- XI. Managers informs finalist that they should complete an application on the Coppin Career website and forwards them the 'Email Communication for Contingent I Finalists from the Department'. This email communication contains all necessary information for the pre-employment checks and onboarding for Contingent I finalists.

## 6.0 The Role of Recruitment and the Pre-employment Checks for a Contingent I Hire

### 6.1 Receipt of the RTF and the Pre-Employment Checks

- I. Upon receipt of the RTF to Human Resources, Recruitment contacts the finalist to begin the following pre-employment checks:
  - i. Background check;
  - ii. Education verification;
  - iii. Reference check (One managerial reference is required from the finalists most previous job);
  - iv. Credit check where applicable.

## 7.0 The Role of Recruitment and the Salary Offer and Start Date for a Contingent I Hire

### 7.1 Making the Salary Offer and Establishing the Start Date

- i. Upon successful completion of pre-employment screening, HR consults Hiring Manager to determine a start date for candidate;
- ii. If pre-employment screening deems candidate ineligible for employment, HR notifies hiring manager and written notice of decision is mailed to candidate;
- iii. HR contacts candidate and extends an official employment offer and a meeting time is determined for finalist to present new hire documents;
- iv. Finalists are invited to attend New Hire Orientation once all hiring documents have been completed and identifying documents for Form I-9, Employment Eligibility Verification have been presented.

**NOTE: OFFERS OF EMPLOYMENT CAN ONLY BE EXTENDED BY THE OFFICE OF HUMAN RESOURCES.**

**HIRING MANAGERS SHOULD NOT EXTEND OFFERS OF EMPLOYMENT TO CONTINGENT I FINALISTS.**

**THIS INCLUDES START DATES FOR ALL GRANT POSITIONS.**

## 8.0 The Role of Recruitment and the HM and the Contingent Employee Agreement

### 8.1 Signatures Required for the Contingent Employee Agreement

- I. It is the role of Recruitment to create and forward the Contingent Employee Agreement to the HM
- II. The HM is responsible for obtaining signatures from the following employees:
  - i. Contingent Employee
  - ii. Contingent Employee Supervisor
  - iii. Vice President
- III. The HM will forward the Contingent Employee Agreement to OHR once completed.

## **9.0 New Hire Orientation and the Contingent I New Hire**

### **9.1 New Hire Orientation Mandatory Attendance**

- I. All Contingent I new hires are required to attend New Hire Orientation.
- II. The HM should allow the Contingent I new hire the allotted time to attend New Hire Orientation.

## **10.0 APPENDICES**

Appendix A –CSU Definition of Contingent Status Employment

Appendix B –Contingent Contract Agreement

Appendix C –Contingent I Workflow Diagram

Appendix D - Email Communication for Contingent I Finalists from the Department

Appendix E - Position Requisition Transition Form

Appendix F - Document Change Control



## **APPENDIX A – USM Definition of Contingent Status Employment**

Contingent Status Employment is a non-regular status of employment for nonexempt or exempt positions in the University System of Maryland. A Contingent Status Employee is defined as a person 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 terms and conditions of employment are governed by the Category I or II Contingent Employment for Nonexempt Employees 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 and direct the details, means and results of the performance of the services; and has the right to discharge the person from employment. Employees in contingent status positions must meet the minimum qualifications of that position.

(Source document – Coppin State University Staff Handbook, p. 15)

**APPENDIX B**



**CONTINGENT EMPLOYEE AGREEMENT**

This agreement is made between Coppin State University (hereinafter called “Coppin”) and **the employee listed below** (hereinafter called “Employee”), and is not effective until signed by the **Office of Human Resources** and the respective Coppin State University Vice President.

Employee Name:		Status:	Class:
Social Security Number:		Hours per week:	Hourly Rate: \$
Department:			
Beginning Date:	Projected Ending Date:	Position:	
Primary duties (but not limited to):			

**GENERAL CONDITIONS:**

**Applicable to Contingent I employees:**

- a. Employees designated as Contingent I are not eligible for paid leave benefits. In accordance with USM Policy on Contingent Employment Section VII, 1.40.

**Applicable to Contingent II employees:**

- b. Contingent II employees are eligible to enroll in non-subsidized group insurance, supplemental retirement plans, and employee-only contribution tax-deferred investment programs; and are eligible for tuition remission benefits for themselves only (only at Coppin), in accordance with Coppin and USM policies and guidelines.
- c. Employees designated as Contingent II are also eligible for paid leave, which includes 5 days of annual leave, all holidays, 3 days of sick leave, jury duty and to answer a subpoena. There is no reimbursement for any unused leave. Leave may not be carried over to the next contract year (with the exception of 72 hours maximum of sick leave) These leave benefits are pro-rated for contracts of less than one year and for less than full-time employment.

**Applicable to both Contingent I & II employees:**

- d. Non-exempt employees cannot work overtime without a prior written agreement authorizing the overtime. Authorized overtime will be earned at a rate of not less than one and one-half hours for each hour of overtime worked.
- e. The employee shall have all required mandatory deductions via payroll deduction, e.g., Maryland and Federal Income Tax Withholding, and Federal Insurance Contributions Act (FICA) which includes Social Security and Medicare.
- f. The Employee shall be covered by Worker’s Compensation and Unemployment Insurance.
- g. This agreement provides no guarantee of permanent employment, even if a similar regular position for the function becomes available. Neither this agreement nor the services to be rendered hereunder may be assigned or transferred by the employee.
- h. Either the Employee or Coppin may terminate this agreement by giving the other two weeks written notice. In addition, Coppin may terminate immediately upon notice for cause, including insufficient funds, default, or unsatisfactory performance by the Employee. Coppin may also, upon written notice to the Employee, reduce the Employee’s work time and corresponding wage amounts, and/or furlough the Employee.
- i. An “at will” Employer/Employee relationship shall exist.
- j. In accordance with the policy on nepotism, the Employee confirms that a “Supervisor-Subordinate” relationship DOES NOT exist between the Employee or any member of the engaging department.
- k. All records, documents, work papers and work products developed in the performance of this contract shall be the property of and available to the State for its use without payment of royalty or additional costs and shall not be the subject of an application for a copyright or patent by, or on behalf of, the Employee. The Employee agrees to indemnify, protect and hold harmless the State, its officers, agents and employees with respect to any claims,

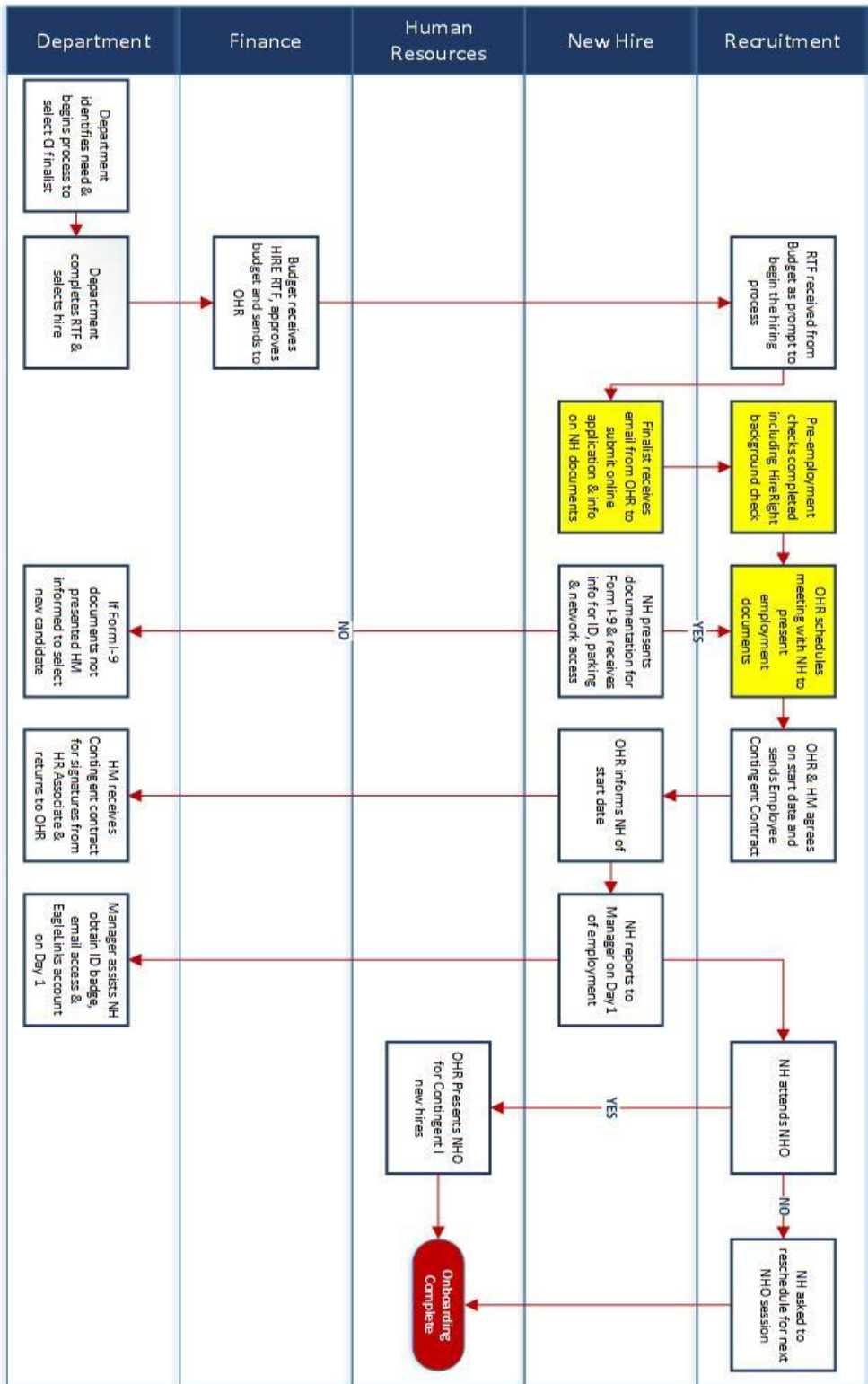
actions, costs or judgments for patent infringement, arising out of the purchase or use of materials, supplies, equipment or services covered by this agreement.

- I. The provisions of this agreement shall be governed by the laws of Maryland.
- m. The Employee may not use formal University System grievance policies and procedures to dispute or question any action of Coppin or any of its personnel with respect to the Employee's employment by Coppin. Any dispute between the Employee and Coppin shall be referred to the appointing authority for resolution. In the event that no resolution is reached, the dispute shall be resolved by the Appointing Authority or designee, whose decision shall be final and binding upon the Employee and Coppin.

Contingent Employee's Signature		Date:	
Supervisor's Signature		Date:	
Vice President's Signature		Date:	
Human Resources' Signature		Date:	

Office of Human Resources \_ Contingent I Hiring Process Process

Selection, Onboarding and Socialization Process



**GRID**  
 NH = New Hire  
 HM = Hiring Manager  
 NHO = New Hire Orientation  
 OHR = Office of Human Resources  
 RTF = Position Requisition Transition Form

**NEW BUSINESS PROCESS**

**APPENDIX D – Email Communication for Contingent I Finalists from the Office of Human Resources**

Dear [Name of Contingent I New Hire],

/

This communication is to provide you with the new hire documents required by the Office of Human Resources for your Contingent I position with [Name of Department]. Please note that you are required to complete an online application in the Coppin Career website using the following link to access the application [employment.hr.coppin](#). Also, you will be provided an email communication with information to complete the HireRight background check during the pre-employment process. The background check process is required for all University positions. ***You may not begin employment with the University until approval is received from the Office of Human Resources.***

Attached are the new hire documents for Coppin State University which must be completed and presented to the Office of Human Resources prior to your first day of employment. ***All forms must be completed with black ink.*** We have also provided a New Hire Checklist that will assist you with all onboarding requirements. You may reference the following list with links to all new hire documents below:

New Hire Documents	Website Links to Documents	Additional Information in Document Completion
i. Form I-9, Instructions and Employment Eligibility Verification	<a href="#">Form I-9</a>	<ul style="list-style-type: none"> <li>▪ The State Agency Code for Coppin State University is <b>360227</b>.</li> <li>▪ The name of the Employing Agency is <b>Coppin State University</b> for use on the 2017, W-4 Maryland Employee Withholding Allowance Certificate and State of Maryland, Payroll Direct Deposit Authorization form.</li> <li>▪ A <b>void check is not required</b> to be attached to the State of Maryland, Payroll Direct Deposit Authorization form.</li> </ul>
ii. 2017, W-4 Maryland Employee Withholding Allowance Certificate;	<a href="#">2017 Maryland W4 Form</a>	
iii. 2017, DC Employee Withholding Allowance Certificate	<a href="#">2017 DC W4 Form</a>	
iv. State of Maryland, Payroll Direct Deposit Authorization	<a href="#">Payroll Direct Deposit</a>	
v. Demographic Form	<a href="#">Demographic Form</a>	
vi. Acknowledgement of Receipt of Policies and Benefits	<a href="#">Acknowledgement of Receipt of Policies and Benefits</a>	
vii. Ethnicity and Race Data Collection Form	<a href="#">Ethnicity and Race Data Collection Form</a>	
viii. Leased / Loaned Property Agreement	<a href="#">Leased/Loaned Property Agreement</a>	
ix. New Hire Checklist		

If there are any questions in regards to this communication, please do not hesitate to contact the Office of Human Resources at [HR@coppin.edu](mailto:HR@coppin.edu) or 410-951-3666.



**APPENDIX E**

EST. 1900

**Position Requisition Transition Form**

Please complete form, attach supporting documents and forward to the Office of Human Resources

RTF # \_\_\_\_\_  
(Budget ONLY)

Empl ID	Empl Rod #	PIN	Action	Current Date:
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**Applicant Information**

Name: (last, first)	County:		
Address:	City:	State:	Zip Code:

**Employee Class (select one)**

<input type="checkbox"/> Fac Staff	<input type="checkbox"/> Fac 12 Month	<input type="checkbox"/> Regular Exempt	<input type="checkbox"/> Regular Nonexempt	<input type="checkbox"/> Adjunct	
<input type="checkbox"/> FTNTTFAC	<input type="checkbox"/> Cont Ex LI	<input type="checkbox"/> Cont Ex L2	<input type="checkbox"/> Cont NE LI	<input type="checkbox"/> Cont NE L2	<input type="checkbox"/> Student

1 Fund Source:	Distribution %:	<b>Budget Use ONLY</b>	
2 Fund Source:	Distribution %:	1 Account Code: _____	2 Account Code: _____
3 Fund Source:	Distribution %:	3 Account Code: _____	

**Employment Department (Select One Dept ONLY)**

A - B	C - D	E - H
I - M	N - R	S - Z

**Course Information**

Course :	Course Level:	Section :
Course :	Course Level:	Section :
Course :	Course Level:	Section :
Course :	Course Level:	Section :

**Job Details**

Job Code :	Job Code Description :	Supervisor:	<b>Contractual Staff ONLY</b>	
			Start Date:	End Date:

Job Duties : (maximum 500 character, including spaces available)

<b>Total Contract (Budget ONLY)</b>	Reg/Temp	Full /Part-Time	Standard Hrs/Wk	Hours/Day	Days/Week
Contract Amount (Annual Salary)	Daily Rate (Adjunct ONLY)	Hourly Rate	No. Days (Adjunct ONLY)	Work State	

**Approvals**

Originator (Please type or print)	Signature*	Date*	Ext.*
Director/Chair (Please type or print)	Signature*	Date	
Dean (Please type or print)	Signature*	Date	
Vice President (Please type or print)	Signature*	Date	
Title III Director (Please type or print)	Signature*	Date	
Budget Office (Please type or print)	Signature*	Date	
<b>14   Page</b>			
Office of Human Resources (Please type or print)	Signature*	Date Processed	

### APPENDIX F – Document Change Control

This chart contains a history of the revisions made to this document. Typically the document itself should be stored in revision control and a brief description of each version should be entered in the revision control system. Document will be stored in the Office of Human Resources J drive.

Revision #	Date of Issue	Author(s)	Brief Description of Change
1.0	March 20, 2017	Kym Wilson	Initial Draft
2.0	March 28, 2017	Beverly Jackson	Draft Review
3.0	March 29, 2017	Dr. Lisa Horne Early	Draft Review
4.0	March 29, 2017	Dr. Lisa Horne Early	Document Approval