



Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Personnel Hiring – Part Time, State Schools</i>		
Policy Number:	<i>SS-5006 Descriptor Code-GBD-1</i>		
Release Date:	<i>10-08-02</i>	Last Revised:	<i>10-09-03</i>

Purpose

To describe the hiring process for part time personnel at State Schools.

Applicability

This policy applies to all part time Georgia Department of Education employment positions at the State Schools.

Definitions

Part Time Employment: Employment of individuals on an hourly limited basis.

Policy

After a candidate is chosen and he/she accepts the position, the personnel technician at the State School shall ensure that a complete application packet is sent to DOE Human Resources office.

Procedures

Hiring Process

1. When the School Director determines there is a need for a part time position, which cannot be filled for specific reasons by a staffing agency or a full time employee, he/she may formally request in writing an approval to fill the position. The formal request should be sent to the Director of State Schools and must include the following.
 - a. Why the position is needed.
 - b. Why the position cannot be filled by other means.
 - c. How the position will be advertised.
 - d. The expected duration of the position.
 - e. The hourly amount to be paid to the employee.
2. When an applicant has been selected for a position and the candidate accepts the position, an application packet must be completed. The application packet should be sent to the Office of State Schools to facilitate the hiring process. The nomination packet will consist of the following.
 - a. Guidelines for Hourly Employees (2 Forms) *

* One form is to be signed and returned with the packet by the employee. The employee should keep the second form.

3. Pre-employment drug tests are required by new employees in the following categories: Food Service, Nurses, Custodial, and Bus Drivers.
4. Fingerprinting should be completed for each applicant.
5. The approval process for hiring is as follows.
 - a. Application packet is sent to the Office of State Schools.
 - b. Director of State Schools reviews and approves and forwards to HR.
 - c. HR Director or designee reviews and approves.
 - d. Approval is e-mailed to the personnel technician.

Pay Periods

1. Hourly employees are paid a set rate for hours worked. Pay reporting periods run from the 21st through the 5th and from the 6th through the 20th of the month.
2. The Record of Hourly/Daily Employment must be submitted in duplicate to the Human Resources office on the 6th and the 21st of each month. Submission after these dates will result in the delay of compensation until the next pay period.
3. Employees are paid on the 15th and the last day of the month. If either of these days falls on the weekend, employees are paid on the Friday before.

Georgia Defined Contribution Plan

The Georgia Defined Contribution Plan requires state employees who are not eligible for membership in the Employees' Retirement System to contribute 7 ½ percent of gross salary to an individual account. Members may apply for a refund upon termination of employment. Exclusions include independent contractors and individuals retired from Employee Retirement System.

General Provisions

1. A part time employee shall not work 40 or more hours per week.
2. Actual work time for all part time personnel shall be documented on a time sheet for billing purposes.
3. If the need arises to extend an arrangement for part time staffing, the School Director must submit a formal request in writing for the extension, allowing ample time for the request to be processed through organizational channels before the ending date of the original request.
4. The personnel technician shall make clear that the part time position is not a permanent full time position and that benefits will not be granted.