

Temporary Extra Employee Hiring

Hiring temporary extra employees is a widely used resource to get us through particularly busy times, to fill in for an employee on leave or to assist with a large project. Temporary workers are widely used throughout the School as an effective way to keep headcount under control. We've had little structure around this hiring process and as a result, there may be significant salary inequities, as well as policy violations. In an effort to assure compliance and equity, starting immediately temporary extra hires need to be approved by Wharton Human Resources. Please note that there is no need for Wharton Human Resources to be involved if you are hiring through UniqueAdvantage. Also please note that Wharton Human Resources approval of temporary extra hires does not constitute budget approval. Departments remain responsible for managing their temporary employee expense within their budget, and any overages continue to require Finance & Administration approval.

According to University Policy 114 – Temporary Extra Persons, temporary workers are defined as individuals who “receive salary, but no benefits, enabling departments to augment staff for a predetermined specific period of time. A Temporary Extra Person cannot work more than 999 hours in any one fiscal year (July 1 - June 30).” Anyone hiring a temporary extra worker should also be familiar with the allowable scope of the position which is documented in Policy 114:

<https://www.hr.upenn.edu/myhr/resources/policy/recruitment/temporary-extra-persons>

Before a salary can be confirmed with a temporary extra person Human Resources will need to review and approve:

- 1) Candidate's application and resume (if one is available)
- 2) List of job responsibilities
- 3) Requested hourly salary rate
- 4) State number of hours of the week & weeks of the year that the individual will be working

This information can be scanned and forwarded to Emma Grigore. Someone from Human Resources will get back to you within 24 hours. We are also available to help you determine the correct salary so please feel free to contact us for assistance.

Thank you for your understanding and cooperation.

Regards,

Anna M. Loh

Senior Director, Human Resources