UTK Process for Converting Temporary Staff Employees to Regular

1. Monthly, UT Systems Administration (UTSA) will send the Campus Business Office (CBO) a list of temporary employees paid every pay period over the previous 26 biweekly or 12 monthly pay periods.
2. The CBO compares the monthly list of employees to a 6/30/13 list of temporary staff with one year of service at that date. If an employee is on both lists, a search does not have to be conducted and the employee can be converted to regular. The campus Human Resource and Equity and Diversity Offices have only approved exceptions to searches for the employees on this list. Units must follow campus policy to request any additional exceptions to search. Dan Berryman in HR will coordinate the approval of the exemptions. Please send both exempt and non-exempt exception to search requests to him.
3. Monthly, the CBO sends a list of conversion-eligible temporary staff employees to units for review indicating whether a search will have to be conducted for the position. Units must terminate the employee, convert the position and employee, or request a temporary extension to complete a project or specific work assignment. Units must initiate one of these steps within a month of receiving the list from the CBO.
4. If terminating, the unit processes an electronic termination form in IRIS with an appropriate, valid reason code.
5. If converting without a search:
   a. Units submit an electronic position change form converting the position to regular using the same FTE and cost distributions used over the past year. A PDQ must be attached for review by HR. The effective date should be within a reasonable timeframe to allow the employee to attend orientation within two weeks of conversion.
   b. Units submit a paper personnel change form converting the employee to regular using the same FTE and cost distributions used over the past. The effective date should be within a reasonable timeframe to allow the employee to attend orientation within two weeks of conversion. **Both biweekly and monthly forms should be sent to the CBO for approval.**
6. HR will notify the department if it is discovered during the conversion process that the employee needs to complete an application or undergo a background check. E-verify will not be necessary if there is no break in service.
7. Benefits will be funded based on distribution at the time of the conversion. Benefits for payroll distributions on self-funded unrestricted E&G, auxiliaries, or restricted funds will be the responsibility of the unit.
8. If requesting an extension, the unit will complete a standard form justifying the reason. Send the form to James Price in the CBO office for approval. If the CBO office approves, it will be forwarded to HR for review. HR will review the request and notify the unit and
the CBO of the final decision. The form is still in the development phase. Until it is finalized please prepare a memo addressed to James Price and Dan Berryman justifying the extension. **Blanket exceptions have not been granted for any category of employees.**

9. If units will be required to conduct a search, the campus’ standard search procedures must be followed. The position should be converted to regular before advertising. The conversion and request to search can occur with the same position change form. A PDQ must be attached for review by HR. If there are multiple holders in that position, a new regular position must be created. Units may leave a temporary employee in the regular position during the search. Once the search is complete and the hire made, the current temporary employee holder must be converted or terminated accordingly based on the hire date.

10. HR will contact converted employees to establish a time for orientation, regardless of whether a search was performed. This will ensure that all documentation has been approved and received by HR before the employee attends orientation. An employee should attend orientation within two weeks of becoming regular.