

TEMPORARY APPOINTMENTS

REPORT OF FINDINGS

DECEMBER 1995

EXECUTIVE SUMMARY

State policy allows state agencies to make temporary appointments when an emergency, nonrecurring, or short-term program or workload need exists, and an existing budgeted part-time or full-time permanent, seasonal, or limited duration position is not appropriate.

Temporary appointments are limited to the equivalent of 6 months (1040 hours) in a 12-month period. An agency may grant an extension beyond the initial 1040 when all three of the following conditions are met:

- the work to be performed continues and is the same work performed as at the time of initial appointment; and,
- no other reasonable means exist to meet the situation: and
- a process is in place to report extensions to HRMD within 10 calendar days from date of approval.

This audit reviewed state agency practices and procedures regarding the use of temporary appointments.

There were 59 agencies (excluding Higher Education) that made temporary appointments in the fiscal year 1994-95. These agencies appointed 2,479 temporaries for a total of 1,460,517 hours or an equivalent of 702 FTE. A sample of eighty-one temporary appointments were reviewed in 27 agencies. This included review of agency practice on the approval, appointment, monitoring, and extension of temporary appointments. The following findings were made:

- Twenty-three agencies (85%) extended temporary appointments.
- Fifty extensions (38%) did not have approved extension forms on file with HRMD.
- Five agencies (19%) did not comply with state policy on processing employment agreements.
- Two agencies (7%) are using temporary appointments for inappropriate reasons.

CONCLUSIONS AND RECOMMENDATIONS

Conclusion:

Twenty-three agencies extended temporary appointments. Sixteen of those agencies (70%) did not file one or more extension approval forms with HRMD.

Recommendation:

Agencies should establish internal procedures, if not currently existing, to ensure that temporary appointment extension forms are approved as necessary and that copies are filed with HRMD.

Conclusion:

Five agencies did not accurately process employment agreements as required by policy.

Recommendation:

Agencies should incorporate into their practices, if not already in place, a mechanism to ensure that appointment agreements are completed and copies provided to each temporary employee.

Conclusion:

One agency is using temporary appointments to fill on-going workload needs. This is not an appropriate use of temporary appointments.

Recommendation:

This agency is examining alternatives to their use of temporary employees, and should consult with the appropriate HRMD and LRD staff as necessary.

Conclusion:

One agency is not following correct PPDB procedure in the recording of temporary appointments due to problems with their internal systems.

Recommendation:

The agency should continue to pursue a system solution to this problem so that correct data is maintained in the central HRMD database.