

HR.01.23.POL	TEMPORARY EMPLOYMENT POLICY	
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## 1. Introduction

We may utilize outside recruiting/placement services and vendors to support filling open positions as quickly and efficiently as possible. We have established agreements with these organizations to be observed when engaging for recruiting efforts. The HR and Recruiting teams will support internal efforts for these hires and coordinate the onboarding process both when selected as a temporary employee and if they are moved to a direct hire.

## 2. Purpose

To establish the process for engaging in temporary employment with candidates selected from an agency or affiliate.

## 3. Description

### 3.1 Temp-to-Hire Employment - Agency Hire

1. This employee will be a direct employee of an outside agency or affiliate, but be tasked by VSolvit in their role.
2. Once the Hiring Manager has identified a candidate with the agency, complete an Offer Letter Worksheet (OLWS) and submit it to the HR/Recruiting department(s) for review. (Note: The start date MUST allow a minimum of one (1) week or seven (7) business days to allow for internal preparation. Exceptions may require additional approval).
3. Once HR has confirmed the start date is approved, the Hiring Manager will confirm with the agency we will proceed with their start date.
4. HR will send an internal start date email with the details needed to have assets and any other **onboarding actions initiated PRIOR to the individual starting**.
5. Candidates selected in a 'temp-to-hire' position will be assigned a specific designed Google account which will be requested by the HR team via a start date email.

### 3.2 Temp-to-Hire Employment - VSolvit Hire

1. This employee will be a direct employee of VSolvit; transitioned from their previous employment with an outside agency or affiliate.
2. Once the candidate has completed **480 hours** of temporary employment and they meet the needs of the contract, the Hiring Manager can proceed with hiring the candidate directly with VSolvit.
3. The Hiring Manager will complete an Offer Letter Worksheet (OLWS) and submit it to the HR/Recruiting department(s) for review. (Note: The start date MUST allow a minimum of one (1) week or seven (7) business days to allow for internal preparation. Exceptions may require additional approval).
4. Once HR has confirmed the start date is approved, the Hiring Manager will confirm with the agency we will proceed with their start date.
5. HR will send an internal start date email with the details needed to have assets and any other **onboarding actions initiated PRIOR to the individual starting**.

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## 4. Enforcement

Hiring Managers must ensure compliance with the expectations outlined in this policy for each Temp-to-Hire employee. The Human Resources team will act as point of contact for all inquiries and internal notifications for temp to hire employees. Any violations of this policy will be addressed by HR in coordination with the appropriate Hiring Managers and/or Supervisors, as necessary.

## 5. Additional Details

1. For temp-to-hire employees, no corporate training will be required until they are hired directly as a VSolvit employee.
2. If the individual is chosen for a permanent position, they will be required to apply for the position, sign a VSolvit offer of employment letter, and complete the corporate training once their permanent role begins. A new OLWS will be needed to proceed with the formal hiring process.
3. Once you have selected a temp-to-hire candidate, the Recruiting team will place the associated requisition on hold.
4. During the first 30 days, the supervisor must thoroughly evaluate the individual's skills and company-fit.
5. Individuals who do not meet the expectations should be released, and notice of the intent to release must be provided to the HR team as soon as possible. Recruiting will then repost the associated requisition as required.
6. Employees will not be eligible for any company benefits until they are directly hired with VSolvit. Their start date with VSolvit will initiate their eligibility. Hours performed prior are not taken into consideration with their eligibility.

## 6. Appendix A

### 6.1 Revision History

Change Date	Version	Change Author	Change Summary
1/27/2025	1.0	Siobhan Leslie	Initial Release

### 6.2 Approval Record

Date Approved	Version	Policy Owner	Approved By
1/29/2025	1.0	Siobhan Leslie	Stasi Washburn