

Table 1.3. Three Situations in Which an Office Head May Request a Personal Services Contract

First Situation

When you identify a current vacant full-time regular position on the current budget and while a PPR Form is being developed or routed for review and endorsement for recruitment of a full time regular position. *If you require the work to commence immediately, such a request can be made to hire on a Personal Services Contract not to exceed six (6) months.*

Second Situation

When you receive an assignment of a new large task that is outside of normal services or programs offered by the unit office. If such an assignment is of limited nature, or not longer than one (1) year, and if the office does not have the needed staffing to carry out such task, then you can complete a request for a new Request for Personal Services Contract form.

Third Situation

When you need a course or additional section(s) of a course to be taught and current full-time faculty numbers are not sufficient to cover the need in normal load. This type of contract is referred to as overload for current full-time faculty and personal services contract for the individual who is not a full-time faculty member. The instructional department maintains procedures for certification. Routing of a personal services contract resulting from this situation will follow the approval processes for other PT contracts, though some steps will be skipped such as Step 1.

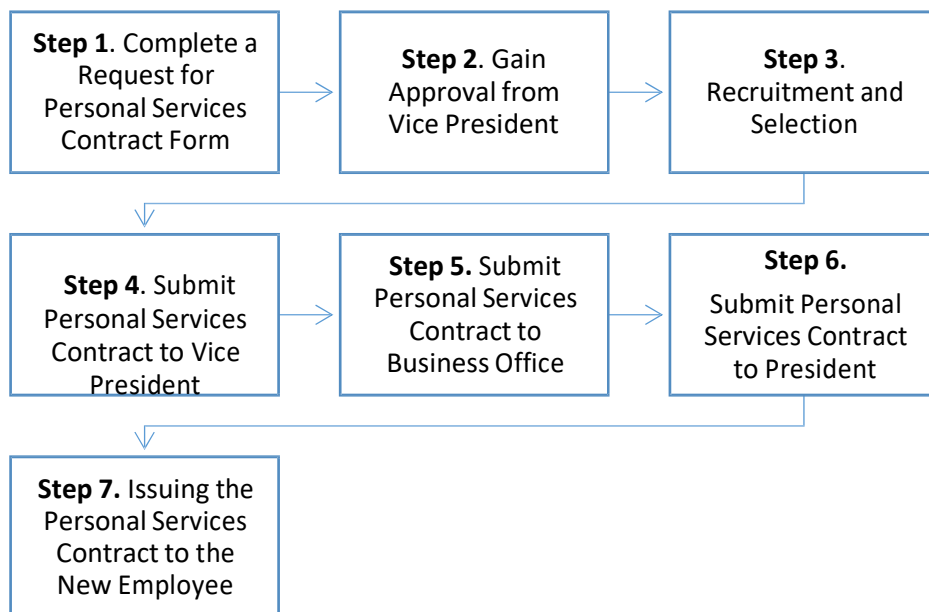


Figure 1.3. Steps to Request a Personal Services Contract

Services will be very slow and/or rushed with less quality. The two staff will spend more time on clerical duties listed above than on major and high level responsibilities. This will lead to delay of other critical projects, excessive overtime and in the long run it may lead to poor health, stress and burn out of the two staff.

4. How long has the position been vacant? How were the responsibilities handled?

July 2013, "Employee Name" accepted the Director position at Residential Halls. This request is specifically for 6 months [January to June] to carry out critical duties under section 2 and avoid potential problems in section 3 above.

5. What is the basis of the budget of this position?

The HRM Specialist position is budgeted under FY2014 at \$21,269.00, it is more than sufficient to fund this 6-month special contract with a total sum of \$3,360.00. This calculation is based on an hourly rate of \$3.50 at 40+ hours per week for 4 weeks.

6. Does the office have a space, office, desk, computer, supplies, etc., to support this position?

Yes

7. [For instructional positions] Do you have the student enrollment to support this position? What is your current faculty/student ratio based on the established institutional effectiveness indicator?

NA

8. [For all others] What is the established enrollment indicator for this type of position in this office, campus and/or college-wide?

To support 380 personnel [full time only], there must be 7 HR staff. This calculation is based on the HR norm of 1 HR staff per 50-60 employees ratio. In fact, HRO is way understaffed compared to sister institutions in the region and GCC.

When you consider the number of part time personnel, the HR staff personnel should be more than 7 but is currently only at 4(including state campus reps).

9. [For all others] What is the established enrollment indicator for this type of position in this office, campus and/or college-wide? How are you doing in meeting this indicator?

One HR staff per 50-60 employees. We are understaffed. We work long hours and on weekends, in the long run neither is healthy and advisable.

10. Aside from the salary, what are other expected costs to the college and your office? Are these budgeted/provided by your office/campus? If not, who provides for these?

None

REQUESTED & SUBMITTED BY:

Dean/Director: Rencelly Nelson Date: November 25, 2013

Comments: The hiring of a clerk to support the work of the unit and the two staff members at this office is essential to the Outcomes expected and level of performance desired for such an office with college-wide responsibilities.

REVIEWED & FORWARDED BY:

- Recommended
- Not Recommended
- Others: _____

[Specify decision below]

Vice president: _____

Signature

Date

Tips for Completing this Form

- ✓ To speed up the review and processing of the request, fill this form out fully and correctly the first time around. You will be doing your vice president a favor if you capture all the facts and required information on this form, making the request clear.
- ✓ Consider grouping the duties or combining duties that are related into one idea. Begin with the major duties first and break them down into daily, weekly and monthly schedules. This process will be useful for your VP and for the employee to be hired.
- ✓ The key indicator is required. Find out the key indicator for your area from your vice president if you are not sure. Specify the actual budget available for the position in your budget and calculate the budget needed for the entire duration of the months on the contract. Your VP needs assurance that there is money available for the contract and approval of the position will not have added a financial burden.

Step 2. Gain Approval from Vice President

Upon receipt of the Request for Personal Services Contract Form, the vice president will review the form and make a decision. During the review period, the vice president may require the office head to submit additional information or data to help make a final decision.

The vice president will return the form to the office head when a final decision is made. The vice president has these options for this level of review:

- Determines the request is within the budget and the work requested will help the college meet its mission. The request will be returned to the office head to implement the contract.
- Determines in writing on the same form that the request is not within available budget and is better resolved in some other way. The request will be returned with specific reasons or directions for the office head to follow to meet the need identified.

Step 3. Recruitment and Selection

Upon receipt of the approved request, the office head will determine the best options to implement from the following:

- Prepare a short advertisement to run for fifteen days using the established format for Personal Services Contract by Human Resources. Post it locally at the community bulletin boards, share it with a local radio station, and distribute it to college staff to share with others and students.
- Proceed with procurement of a contract without advertisement if the need is urgent and a vice president or the office head has identified a suitable qualified individual. The office head will prepare the contract (six months to one-year maximum).

If an advertisement will be used, the advertisement will include the required supporting documents below to be submitted to the office unit before or by the deadline.

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|--|---|
| ✓ Employment Application Form | ✓ Police clearance |
| ✓ Resume | ✓ Health clearance (if applicable) |
| ✓ Copy of passport or state ID or driver's license | ✓ FSM Permit (if candidate is in the FSM on permit) |
| ✓ Copy of college transcripts or HS Diploma (depends on MQs) | ✓ Foreign Investment License (if applicable) |
| ✓ Copy of social security card (FSM) | ✓ Three (3) reference letters (under 6 months old) |

Upon closing of the advertisement period, the supervisor and two other staff members will screen the applications for suitability and qualifications based on the advertisement. The successful candidate identified from this initial process will be moved to the next step: reference checks and employment history verification. The supervisor will complete the following steps to identify the best and ablest candidate for the position.

Call current and previous employers to verify employment history, work experience, etc.
Interview the candidate in person (or via telephone/other media if not available).

Step 4. Submit Personal Services Contract to Vice President

When the supervisor identifies the successful candidate from the pool of applications, a personal services contract will be prepared. These documents must also be attached to the contract when transmitted to Office of the Vice President. If the documents are found to be complete and the information is sufficient, the vice president signs off on the contract and transmits it to the Business Office for a funding certificate.

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|--|--|
| ✓ Approved Request for Personal Services Contract Form | ✓ Police clearance |
| ✓ Copy of the advertisement used | ✓ Health clearance (if applicable) |
| ✓ Contract form (fully completed and signed by supervisor) | ✓ FSM Permit (if applicable) |
| ✓ Employment Application form | ✓ Foreign Investment License (if applicable) |
| ✓ Copy social security card (FSM) | ✓ Three (3) reference letters (under 6 months old) |
| ✓ Copy of passport or state ID or driver's license | ✓ Checklist that details the process leading up to the request |

to the screening and to the selection of the individual

✓ Copy of transcripts

✓ Results of the reference checks

Step 5. Submit Personal Services Contract to Business Office

The comptroller will sign the personal services contract to certify funding availability and accountability and forward the contract packet to the president.

Step 6. Submit Personal Services Contract to President

The president will sign the contract to indicate final approval and return it to the vice president who will forward contract to the requesting supervisor.

Step 7. Issuing Contract to the New Employee

The supervisor will call the new employee for a meeting and issue the approved contract for employee signature. The new employee will be given a copy of the position duties, expectations and other relevant forms required for signature and use.

- For **off-island** offices, the supervisor will email a scanned copy of the contract to the supervisor at the state campus.
- For **on-island** offices, the supervisor will issue hard copies of contract to the supervisor for office use and for distribution to the employee.

The supervisor will provide to the Business Office a copy of the signed personal services contract for payroll and HRO a copy for personnel file.