

Guidelines and Process for Hiring Temporary Employees



Revised August 2024

The following guidelines are provided to assist supervisors when hiring temporary employees.

Per Rules and Regulations, Chapter 5, Temporary Employment, temporary employees may be full-time or part-time. Temporary employees may only be employed for a maximum of 2,080 hours and must take a 30-day break in service upon reaching 2,080 hours. This guideline also applies to student workers.

Prior to advertising for Summer/Winter Operations, HR will contact each District to obtain estimated hiring numbers and locations.

Currently, the Department of Transportation utilizes temporary workers in the following manner:

- **Summer Operations** typically from March 1 – November 30. In most cases, positions are filled with the classifications of Highway Maintenance Worker or Highway Construction Technician I. Those applying for a Highway Maintenance position that have a CDL must be drug tested.
- **Winter Operations** typically from October 1 – March 31. Those applicants who have a CDL must be drug tested.
- **Other Temporary** Employees – hired sporadically throughout the year depending on workload demands where permanent employees are absent or unable to meet the needs of the Division/District. Student intern programs would be included.

Human Resources Recruiters are:

Christy Albracht	(402) 432-1266 - Divisions
Alexis Vlademar	(402) 525-2304 – Districts 1-3
Tessa Burford	(402) 419-3192 – Districts 4-8
Todd Ludwig	(402) 480-1946 – Divisions Manager
Heather Vieth	(402) 326-2370 – Districts Manager

Process for Hiring Temporary Employees

A simplified competitive process, similar to filling permanent positions, has been initiated to ensure consistency and ease in the filling of temporary positions.

ADVERTISEMENTS

- A. Essential duties, preferred qualifications, hours to be worked, and length of service shall be submitted to HR. **Note:** Newly created positions must go through the classification process.
- B. Job postings will be done for all temporary positions unless the temporary employee is taking the required 30-day break in service after reaching the maximum number of hours they are allowed to work (2,080 hours).
- C. Advertisements will be placed by the HR Recruiter.

APPLICATION PROCESS

- A. Individuals must complete an application for employment on-line at DAS-State Personnel's website: statejobs.nebraska.gov
- B. The District/Division Administrative Assistant will access applications through the Workday applicant tracking system and send them to the hiring supervisors.

INTERVIEW

- A. To ensure a fair and equitable hiring process for all applicants, a screening and interview process will be conducted provided more than one (1) applicant applies. This process can be conducted by the Hiring Supervisor or a Designee of the Supervisor. A scored screening system should be used, and veteran preference points shall be awarded, if applicable. Points awarded shall be 5% for a veteran, 10% for a disabled veteran, and 10% for a spouse of a disabled veteran. (DD214 must be submitted/attached with application and proof of disability and a marriage license must be submitted/attached for a spouse of a disabled veteran to receive veteran's preference points.)
- B. Human Resources will provide samples of interview questions for Summer/Winter operations. The Hiring Supervisor is encouraged to develop interview questions. Newly developed questions shall be routed through the respective HR Recruiter for approval before use to ensure legality and for assistance with formatting. ***The results from the interview questions and/or screening for the temporary hires shall be maintained at the District/Division Office for five years.***
- C. The Hiring Supervisor shall notify the Recruiter with a fully completed Form 493 (TEA) of the applicant they have selected for temporary employment.

REFERENCES

- A. The recruiter will check the driver's license of the selected applicant. The recruiter shall send the background check task through Workday along with the email from OneSource after the hiring process has been initiated.
- B. Upon the verification of a valid driver's license, an approval email will be sent to the hiring Supervisor from the Recruiter and the Supervisor or designee will contact the applicant to extend an offer of temporary employment. The position will be contingent upon receiving a favorable background/driver's check or drug test (if applicable), etc. Names of applicants selected for interviews, but not hired, shall be forwarded to HR for notification that the position has been filled.

SELECTION/HIRE

- A. The offer letter and offer tasks will be sent to the applicant through the Workday system. A copy of the letter and the TEA will be sent to the HR Payroll Staff.
- B. All temporary employees are required to complete assigned training within 60 days of employment through Workday.