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AM-234-1-1

m ***Procedure for Temporary Appointments***

SCOPE

The following procedure for temporary appointments is divided into three sections:

Section I: Applies to Civil Service and Non-Civil Service.

Section II: Applies only to filling Civil Service positions.

Section III: Applies only to filling Non-Civil Service positions.

SECTION I: ALL CITY AGENCIES

RESPONSIBILITY

ACTION

AGENCY

1. Complete an EMPLOYEE ACTION REQUEST (28-1608-5021).

2. Retain "Agency Initial Copy" and submit request (with carbons intact) to:

Agency Budget Analyst
Bureau of the Budget and Management Research
City Hall, Room 469
100 N. Holliday St.

BUDGET BUREAU

3. Review request:

a.) If disapproved, indicate decision on request form and return all copies to agency. Procedure ends here.

b.) If approved, indicate decision on request form, and retain copy for Budget Bureau files. Distribute remaining copies as follows:

- If the agency's personnel actions are governed by the Department of Human Resources return "Agency Intermediate Copy" to agency for files. Forward remaining copies to the Department of Human Resources.

- If the agency's personnel actions are not governed by the Department of Human Resources, forward all copies to agency.

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RESPONSIBILITY

ACTION

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4. Proceed to the Section on Civil Service positions or Non-Civil Service positions of this procedure, as applicable.

SECTION II: CIVIL SERVICE POSITIONS

**DEPARTMENT OF
HUMAN RESOURCES (HR)**

1. Upon receipt from Budget Bureau of approved request:

- a.) If employment list exists and is required to fill the position, forward the following documents to the agency:

- "Agency Final Copy" of EMPLOYEE ACTION REQUEST.
- CERTIFICATION TO APPOINTING OFFICER (Employment List).
- CERTIFICATION OF ELIGIBLES.

Retain for future processing the "HR Copy" and "Payroll Copy" of EMPLOYEE ACTION REQUEST.

- b.) If employment list does not exist for the class, or if the use of an employment list is not necessary to fill position, enter on request form the source from which which agency should hire the temporary employee. Return the "Agency Final Copy" and "Payroll Copy" of EMPLOYEE ACTION REQUEST to agency. File "HR Copy".

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2. Upon receipt of documents from the Department of Human Resources:
 - a.) When employment list is received, schedule interviews with eligible candidates and make a selection according to the directions printed on the employment list, furnished by Department of Human Resources. If a selection is not made within the required time frame, the agency's approval to hire is invalidated. If the opportunity for employment is declined by all persons on the employment list, the Department of Human Resources will inform the agency of the source from which it may hire.
 - b.) If no employment list exists or if the use of an employment list is not required, select employee from HR- approved source.
3. After selection of employee has been made:
 - a.) File "Agency Final Copy" of EMPLOYEE ACTION REQUEST. (Destroy "Agency Intermediate Copy".)
 - b.) If employment list was furnished to agency:
 - Complete CERTIFICATION OF ELIGIBLES (showing action taken on each candidate) and return to Department of Human Resources.
 - File CERTIFICATION TO APPOINTING OFFICER.
 - c.) If prospective employee is to be entered on the City payroll:
 - Inform him/her that as an employee that it is illegal for him/her to engage in any type of strike-related activity

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ACTION

AGENCY

against the Mayor and City Council of Baltimore. Have employee sign a RECEIPT OF STRIKE INFORMATION (28-1408-5024). Retain in agency files.

- Have employee take the following actions where necessary:
 - Employee is required to have a pre-placement physical at the City of Baltimore Occupational Medical Services (Mercy Clinic), 323 N. Calvert St. Employee takes completed Request for Services (28-1608-5153) with photo ID to the scheduled appointment.
 - If employee is 17 years of age or under, have him/her obtain a WORK PERMIT. (See AM-205-15 for details.)
- Complete the following forms:
 - ENTRY TICKET (28-1618-5142) (AM-205-4-2)
Remove and retain "Record Copy" for files; leave set intact.
 - CUT-OFF NOTICE (28-1608-5144)
Ticket must be pre-dated to end of temporary employment period. (Remove and retain "Record Copy" for files; leave set intact.)
 - WITHHOLDING EXEMPTION CERTIFICATES:
 - FEDERAL W-4 (28-1428-5079).
 - STATE MW-507 (28-1428-5109).

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- Attach the following documents to the ENTRY TICKET:
 - WITHHOLDING CERTIFICATES:
 - FEDERAL W-4.
 - STATE MW-507.
 - CUT-OFF NOTICE.
- Forward ENTRY TICKET and attachments to Department of Human Resources at least 3 work days prior to the end of the payroll period. (If submission is after this deadline, the employee will not be paid until the end of the next payroll period.)

Procedure for agency ends here.

**DEPARTMENT OF
HUMAN RESOURCES (HR)**

4. Separate all copies of forms received from agency. Attach the following documents to the "Payroll Copy" of the ENTRY TICKET:
 - WITHHOLDING EXEMPTION CERTIFICATES:
 - FEDERAL W-4.
 - STATE MW-507.
 - "Payroll Copy" of CUT-OFF NOTICE.
 - "Payroll Copy" of EMPLOYEE ACTION REQUEST.
5. Distribute the ENTRY TICKET and CUT-OFF TICKET as per the instructions on the forms.

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SECTION III: NON-CIVIL SERVICE

RESPONSIBILITY

ACTION

AGENCY

1. Upon receipt from Budget Bureau of approved request, select employee through normal agency procedures within 90 calendar days from date of approval. If a selection is not made within 90 calendar days, the agency's approval to hire is invalidated.
2. After selection has been made:
 - a.) Before the employee is to be entered on the City Payroll:
 - Schedule the employee for a pre-placement physical at the City of Baltimore Occupational Medical Services (Mercy Clinic) at 323 N. Calvert St. and complete the Request for Services form for the employee to take with him/her, along with photo ID to the clinic.
 - If employee is 17 years of age or under, have him/her obtain a WORK PERMIT. (See Am-205-15 for additional information.)
 - Inform employee that it is illegal for him/her to engage in any type of strike-related activity against the Mayor and City Council of Baltimore. Have employee sign a RECEIPT OF STRIKE INFORMATION (28-1408-5024) (AM-231-1-3). Retain in agency files.
 - Complete the following forms:
 - ENTRY TICKET (28-1428-5106) (AM-205-4-2).
 - CUT-OFF NOTICE (28-1608-5144) Ticket must be pre-dated to end of temporary employment period.
 - WITHHOLDING EXEMPTION CERTIFICATES:

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- FEDERAL W-4 (28-1428-5079)
- STATE MW-507 (28-1428-5109)

- Separate all copies of forms. Attach the "Payroll Copies" of documents listed below to the "Payroll Copy" of the ENTRY TICKET:
 - EMPLOYEE ACTION REQUEST.
 - CUT-OFF NOTICE.
 - WITHHOLDING EXEMPTION CERTIFICATES (federal and state).
- Distribute the ENTRY TICKET copies as per the instructions on the form. (Central Payroll must receive its copy at least 3 work days prior to the end of payroll period. If submission is after this deadline, the employee will not be paid until the end of the next payroll period.)
- File "Agency Final Copy" of EMPLOYEE ACTION REQUEST. (Destroy "HR Copy" and "Agency Intermediate Copy".)