



**TO:** Managers and Supervisors

**FROM:** Dr. Ericka Smith, Vice Chancellor for Human Resources

**DATE:** November 27, 2017

**RE:** Temporary SHRA Employee 31-Day Break

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Temporary employment at North Carolina A&T State University is an opportunity for all offices to seek additional staffing support during peak seasons, when a permanent employee has extended leave, or when there is a vacancy. While temporary employees are an excellent resource, they should not be used to permanently expand the workforce beyond authorized levels.

The Office of State Human Resources has revised the temporary employment policy and now prohibits temporary employees being employed more than eleven (11) consecutive months. Effective January 1, 2018 departments that have had temporary SHRA employees working at least eleven (11) consecutive months will be required to have a 31-day break in service. Working through an outside agency during the 31-day break in service is no longer permissible. The following groups of employees are exempt from the break in service requirement: (1) State of NC Retirees, (2) Non-State of NC Retirees, and (3) Students.

We understand this change in policy will cause disruptions within departments and become an inconvenience for the employee, but we must adhere to meeting the State's guidelines. Although we are not mandating when the 31-day break takes place, it is recommended to be done in December or during a time when your work levels can be reduced. To avoid this 31-day break, we encourage you to consider hiring long term temporary employees into permanent positions at North Carolina A&T State University.

If you have questions about this policy, please contact Allison Chisholm at 336-285-3779 or [archisho@ncat.edu](mailto:archisho@ncat.edu) .