**PG**

1. **Purpose**
   1. The purpose of this procedure is to provide a detailed set of instructions on how to properly hire a job applicant as a CPG Payrollee (PYEE).
2. **Scope**
   1. The scope of this procedure encompasses steps on how to gather the correct information, complete the correct paperwork and communicate the appropriate information to all the necessary parties to ensure the CPG PYEE process is accurate.
3. **Procedure**
   1. When an external job applicant applies to CPG, they can be hired as a direct hire or as a CPG PYEE. An external job applicant shall be defined as someone who applies with CPG who is not currently working via a CPG Staffing Agency Partner. The CPG PYEE process shall last at a minimum of 60 days.
      1. CPG sites with HR presence—HR will be responsible for coordinating pre-employment background checks, pre-employment physicals and drug tests. On site supervisors / managers shall be responsible for completing all CPG applications, interviews and background check requests and forwarding them to HR Support for processing.
      2. CPG sites without HR presence— HR will be responsible for coordinating pre-employment background checks. Site MGR will be responsible for scheduling pre-employment physicals and drug tests. Site MGR shall be responsible for completing all CPG applications, interviews and background check requests and forwarding them to HR Support for processing.
   2. When selecting a Staffing Agency for partnering with the CPG PYEE process, HR and Site MGR’s shall try and negotiate mark-up rates around 32% when at all possible.
   3. CPG PYEE Phase 1 Screening Processing—When selecting an external applicant for the CPG PYEE process, the hiring manager shall perform all of the following:
      1. Ensure a CPG application is completed
      2. Conduct a Realistic Job Preview of the position—in other words, a tour of the job which the applicant will be performing. This mostly will apply to manufacturing positions.
      3. Conduct a CPG interview—this must be done in person regardless if a phone screen has previously been conducted.
      4. Decide if the applicant will be hired as a CPG PYEE.
   4. CPG PYEE Communication Process—Steps that must be completed to communicate the desire to PYEE a CPG applicant as a Full-time EE.
      1. Submit a ticket to the HRSupport desk copying the email with your local Staffing Agency.
      2. Items that must be included in the email are:
         1. Attach the CPG Application & Interview Notes
         2. Must indicate applicant is a PYEE
         3. Desired Start Date
         4. Full-time job title they will be performing—this is critical to ensure they are paid the correct FT EE wage rate. HR will be responsible for ensuring this information is provided to the staffing partner. HR shall use the Regional Compensation Spreadsheet file as the document submitted to the Staffing Partner.
         5. Shift the PYEE will be working and supervisor they will report to.
   5. CPG PYEE Phase 2 Screening Process—Upon working as a PYEE for a period of 45 days, the hiring manager shall initiate the following steps.
      1. Complete a CPG Background Check release form with the PYEE
      2. Submit the completed BG Check to HRSupport
      3. Request that a Pre-employment physical and drug test be scheduled
      4. Should the PYEE not pass the CPG BG Check and/or Pre-Employment Medical Exam, their PYEE assignment shall end immediately.
      5. Should the PYEE successfully pass both the CPG BG Check and the Pre-Employment Medical Exam, then they will continue in their PYEE program.
   6. CPG PYEE Phase 3 Screening Process—Upon completing the CPG Phase 2 Screening Process, the PYEE shall continue to work in the program until their 60 days are completed. Things that shall be completed prior to Phase 3:
      1. Complete the Staffing Agency 30 day Performance Review
      2. If the 30-day Staffing Agency Performance Review is successfully passed and 60 days have been completed, then the hiring manager can then advance the PYEE to the CPG New Hire process.
      3. Time served as a CPG PYEE shall not count towards service as a CPG EE.