

I. Summary

This local procedure is intended to provide specific guidance and inform the campus of the procedures for appointing individuals into contract appointments.

II. Definitions

Contract Appointment: An appointment established at a fixed or variable percentage of time for up to a four-year duration. A contract appointment can be extended for up to one additional year for a maximum total of five years. Contract appointments have a specific, pre-established end date and may be appropriate under certain circumstances.

III. Related Policies and References

[Local Procedure 3: Types of Appointment \(limited\)](#)

[Local Procedure 20: Recruitment and Promotion](#)

[Local Procedure 30: Compensation](#)

[Local Procedure 36: Classification of Positions](#)

[Personnel Policy for Staff Members \(PPSM\)-3: Types of Appointment](#)

[Personnel Policy for Staff Members \(PPSM\)-20: Recruitment and Promotion](#)

[Personnel Policy for Staff Members \(PPSM\)-30: Compensation](#)

[Personnel Policy for Staff Members \(PPSM\)-36: Classification of Position](#)

[MSP Exempt Employment Contract](#)

[PSS Exempt Employment Contract](#)

[MSP Non-Exempt Employment Contract](#)

[PSS Non-Exempt Employment Contract](#)

IV. Policy

A. The terms and conditions of employment are specified in a written employment contract between the University and the appointee. A competitive recruitment is required for contract appointments unless a waiver of competitive recruitment is approved by Central Human Resources (CHR). A contract appointment can be converted to a career appointment if the incumbent employee was selected through a competitive recruitment process in accordance with Personnel Policies for Staff Members (PPSM): 20 – Recruitment and Promotion, and Local Procedure 20 (section VI.E Contract Appointments).

B. Contract appointments may be established under the following conditions:

1. Projects with specific objectives and defined outcomes;
2. Position has special salary requirements;
3. Position funding may be short-term (e.g. 1-year non-renewable grant); or
4. Department has a temporary need during restructuring, reorganization, or workflow redesign efforts.

Contract appointments may also be appropriate for positions where an employment contract is customarily used in the industry to define the employment relationship. These positions are exempt from the limit on contract duration and will be designated as such by the Associate Vice Chancellor of Human Resources in consultation with the Title IX, Equal Opportunity and Affirmative Action office.

V. Procedures

A. Initiating a Contract Position (for guidance on athletic coach contracts, contact the Central HR Compensation and Classification unit)

1. The department head partners with the organizational unit to discuss the contract position. The organizational unit will initiate the recruitment process as outlined in Local Procedure 20 (section VII).
2. The organizational unit's HR representative/designee forwards the contract appointment proposal packet via HRMS Recruitment module, consisting of the following documents, to the organizational unit for review and approval:
 - a. an employee requisition outlining the specific terms and conditions of employment
 - b. rationale for using a contract appointment (IV.B.1-4 above) including proposed contract duration and percentage of full time (FTE)
 - c. proposed position description
 - d. a proposed organization chart
3. Classification analysts are responsible for:
 - a. approving the use of a contract appointment
 - b. classifying the position
 - c. routing it to Talent Acquisition.

Contract appointments that do not meet the salary basis test will be designated as non-exempt employees.

Additional information about this Fair Labor Standards Act (FLSA) rule can be found on the HR website: [Fair Labor Standards Act](#) and within [Local Procedure 36 Classification of Position](#).

4. Upon completion of the recruitment process and a finalist is identified for hire, the organizational unit will partner with central HR's compensation unit to determine and ensure the terms and conditions of employment will be only those specified in the employment contract. Those terms and conditions may include specified personnel policies, special conditions, and specified compensation and benefits, and included negotiated compensation arrangements.
5. The organizational unit forwards the contract via DocuSign for review and signatures in the following order:
 - a. Central Human Resources Compensation Analyst
 - b. Organizational Unit Chief Financial and Administrative Officer (CFAO) or delegated Human Resources Business Partner (HRBP)
 - c. Department Head
 - d. Employee
6. A copy of the signed contract must be attached to the completed requisition in HRMS Recruitment module, or if a waiver is granted must be attached to the job description in HRMS. A copy shall be placed in the employee's personnel file.

B. Contract Changes and Extensions

All contract changes and extensions shall be submitted via DocuSign by the organizational unit to

the appropriate classification analyst in CHR for approval and signature. Reasons may include but are not limited to:

1. Extending dates or contract renewal
2. Reduction or increase in time (FTE)
3. Change in compensation if current contract requires written amendment

A signed contract extension must be attached to the job description in HRMS.

C. Conversion to Career

If the rationale for establishing a position as a Contract (listed in section IV.B. above) no longer applies, the position may be converted to a Career Employee Class. The procedure for this conversion is the same as the procedure for hiring a Career position as described in Local Procedure 20 – Recruitment and Promotion. A waiver for recruitment may be requested for Central HR review and approval. This process should be completed prior to the contract end date to ensure continuity of employment for the incumbent.

An employee whose appointment changes from contract to career will not receive credit toward completion of the probationary period. PPSM-22: Probationary Period, does not provide for hours on contract pay status to be credited toward probationary periods. Once a contract employee is hired into a Professional and Support Staff (PSS) career appointment, the probationary period will begin.

D. Terminating a Contract Position

1. Contracts typically stipulate that an appointment may be terminated at any time by either party, with or without cause by serving written notice on the other party.
2. A contract appointment terminates automatically on the expiration date **unless prior** to the expiration date, the appointment is extended, and the contract is renewed in writing.

VI. Responsibilities

A. Department Head

1. Approves the contract appointment proposal packet.
2. Assures that the individual to be appointed to the contract position possesses the essential skills, knowledge and ability to perform the duties of the position.
3. Submits the contract appointment proposal packet to the organizational unit for review and approval.
4. Assures that the individual to be appointed to the contract position possesses the essential skills, knowledge and ability to perform the duties of the position.
5. Signs the contract on behalf of the department and presents it to the candidate for signature.
6. Ensures that all documents pertaining to the employee's contract appointment are maintained in the employee's personnel file.

B. Organizational Unit

1. Designates an organizational unit representative responsible for administering contract appointments and signing the contract on behalf of the organizational unit.
2. Approves or denies the contract appointment proposal packet.
3. If approved, submits the contract appointment proposal packet to CHR for review and approval.
4. Attaches a copy of the signed contract to the completed requisition in HRMS Recruit,

or if a waiver is granted or contract renewal must be attached to the job description in HRMS.

C. Central Human Resources

1. Classifies the position description.
2. Reviews the contract appointment proposal packet and/or recruitment requisition and submits a recommendation to the organizational unit.
3. Reviews proposed contract for compliance with local procedures for classification and compensation.
4. Signs employment contracts on behalf of CHR to indicate approval.

VII. Contacts

Total Compensation	compensation@ucr.edu
HR Policy	hrpolicy@ucr.edu
Talent Acquisition	careers@ucr.edu