

January 2025

I. Summary

This local procedure shall be used to inform the campus of the University of California's criteria for appointing limited employees in Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group personnel groups.

II. Definitions

Limited Appointment – An appointment established at any percentage of time, fixed or variable, during which the appointee is expected to be on pay status for less than 1,000 hours in a period of 12 consecutive months.

III. Related Policies and References

[Local Procedure 30: Compensation](#)

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

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

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

[Personnel Policy for Staff Members \(PPSM\)](#) – 22: Probationary Period

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

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

[Student Employment Guidelines](#)

IV. Local Policy Guidelines

A. Limited Appointments

1. Limited appointments may be utilized for short-term work assignments with an expected end date. A recruitment is normally expected for a limited appointment, but not required if an exemption or waiver of recruitment has been submitted and approved by Central Human Resources (HR). Refer to [Local Procedure 20](#), (Section VI.D).

Limited appointments designated for durations of less than 1,000 hours in any 12 consecutive months are exempt from the requirement to competitively recruit.

In cases where there is a possibility that a limited appointment may continue at or beyond 1,000 hours in any 12 consecutive months, a competitive recruitment will be required to fill that appointment, or a waiver of recruitment must be approved by Central Human Resources prior to the appointment exceeding 1,000 hours.

Please note competitive recruitments and waivers take time to be approved. Assess limited appointment hours at the 700-hour mark to determine if the limited appointment will end or if a recruitment or waiver will be required.

2. Limited appointments may be converted to career appointments if the incumbent employee was selected through a competitive recruitment process. If a waiver or exemption to competitively recruit was approved, or if the position was exempt from the requirement to competitively recruit, it is the responsibility of the department and organizational units to

manage limited appointments so that conversion does not occur.

3. A limited appointment will be designated as a career appointment when the incumbent has attained 1,000 hours of qualifying service in any 12 consecutive months without a break in service of at least 120 consecutive calendar days.
4. Non-UC Students are hired as limited appointment types:

Limited appointments are most appropriate for short-term work with an expected end date. These appointments may be released at any time at the university's discretion. The appointee must be notified of an early release in writing by the university.

Limited appointments will automatically terminate on the last day of the appointment unless there is an earlier separation or formal extension of the appointment in writing. When hiring into Student 1 or 2 Non-UC classifications, the number of working hours must consider the student's educational workload. UCR limits student appointments to less than 20 hours (50%), whenever students are in school.

Note: Non-UC students:

- must not convert to career appointment
- do not require job descriptions to be submitted via HRMS
- must have end date and may not exceed 1,000 hours within 12-months

For more information on student appointments, refer to the [Student On-Campus Employment Guidelines](#) on the HR website.

5. Qualifying service includes all time on pay status (in one or more limited appointments at the university). Pay status includes sick leave, extended sick leave, vacations, compensatory time off (CTO), military leave with pay, administrative leave with pay, and holidays.
 - Not included is time on pay status in casual restricted, per diem, by agreement, or contract appointments. Investigative leave and overtime are also not included.
6. Career designation will be effective the first of the month following attainment of 1,000 hours of qualifying service. The UCPath system will automatically convert limited appointments that reach 1,000 hours to a career appointment.
7. Once career status is attained, there is no requirement to monitor the less than 1000-hour limitation.
8. An employee who has worked in a limited appointment immediately preceding the career appointment will accrue up to 1,000 hours credited toward completion of the probationary period, provided that the credited time was served in the same position and with the same supervisor that the employee had immediately prior to the career appointment. For more information on how probationary periods are governed for employees in limited appointments refer to [PPSM-22: Probationary Period or Local Procedure 20](#).
9. UC Retirement Plan (UCRP) membership will include employees who have attained 1,000 hours on paystatus during 12 consecutive months (excludes casual restricted, per diem).
10. Health Benefits eligibility is based in part on UCRP membership. Upon attaining UCRP eligibility, the employee will be prospectively eligible for career Health and Welfare benefits.

V. Procedures

1. To fill limited competitive recruitment is normally expected but not required. If there is a possibility that a limited appointment may continue beyond 1,000 hours in any 12 consecutive months, a competitive recruitment must be conducted to fill that appointment. If the department wishes to hire for the position, they must obtain organizational unit head approval to recruit for a limited appointment. If a recruitment may not be feasible, a request for a waiver of recruitment or an exemption to recruitment should be submitted to Central Human Resources (CHR) for review. For more information on exemptions to recruitment or waivers to recruitment, refer to [Local Procedure 20](#).
2. Job descriptions for limited appointments designated for durations less than 1,000 hours in any 12 consecutive months may be routed to Central Human Resources for classification via HRMS Job Builder.
3. Conduct a recruitment for the limited appointment and identify a qualified candidate.
4. Submit the onboarding information to the Shared Service Center to enter the limited appointment into UCPath.

For Organizational Units or Shared Service Centers who use ServiceLink, instructions for onboarding are available on the FOM|UCPath Training Resources website page on <http://fomucpath.ucr.edu/training/resources.html> a [PDF on the onboarding process](#) is also available.

VI. Responsibilities

Monitor limited appointment hours. Upon completion of a limited appointment, which should be prior to the employee reaching 1,000 hours, follow the department's procedures for offboarding.

A. Organizational Unit Head or Equivalent

1. Approves a need for a limited appointment.
2. Approves or denies the limited appointment requisition.

B. Organizational Unit Hiring Manager

1. Assures that the selected candidate for the limited appointment possesses the essential skills, knowledge and ability to perform the duties of the position.
2. Submits the limited appointment requisition signed by the organizational head to the appropriate employee in the organizational unit for review and processing.

C. Human Resources Business Partner (HRBP)

1. Is responsible for management of and coordination of all recruitment processes at the organizational unit level, and for creation of internal processes to comply with these procedures, training, routing and approval of recruitment activities.
2. Routes proposed job description and organizational chart to Central HR for classification
3. Reviews the limited appointment requisition for accuracy.
4. Signs the requisition on behalf of the department and routes it to the Shared Service Center for processing.

D. Organizational Unit

Ensures that all documents pertaining to the employee's limited appointment are maintained in the employee's personnel file and where appropriate in the system of record (e.g., PeopleSoft; HRMS)

1. Monitors the employee’s hours to ensure they do not reach the 1,000 hours threshold.
2. Run and monitor the COGNOS R380 report for their unit to verify or track hours on limited appointments to prevent appointments from inadvertently converting to career.

E. Central Human Resources

Reviews proposed job description and approves classification.

VII. Contacts

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