UCR **Human Resources**

University of California, Riverside – Local Procedure 3: Types of Appointments (Limited)

March 2019

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

Personnel Policy-3: Types of Appointment
Personnel Policy 22: Probationary Period
UCR Local Procedure 20: Recruitment and Promotion
UCR Local Procedure 22: Probationary Period
UCPath Training Advanced FOM ServiceLink Onboarding

IV. Policy

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.C.4 and 5. In cases where there is a possibility that a limited appointment may continue beyond 1,000 hours in any 12 consecutive months, a competitive recruitment is required.

   Limited appointments designated for durations of less than three months or less than 500 hours in any 12 consecutive months are exempt from the requirement to competitively recruit.

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, 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. 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. Overtime is also not included.

5. 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 reaches 1,000 hours to a career appointment.

6. Once career status is attained, there is no requirement to maintain a minimum number of hours on pay status.

7. 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.

8. UC Retirement Plan (UCRP) membership will include employees who have attained 1,000 hours on pay status during 12 consecutive months (excludes casual restricted, per diem).

9. 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. 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 (HR) for review. For more information on exemptions to recruitment or waivers to recruitment, refer to Local Procedure 20.

2. Conduct a recruitment for the limited appointment and identify a qualified candidate.

3. Submit the onboarding information to the Shared Service Center to enter the limited appointment into UCPath.

   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.

4. 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 and the FOM|UCPath Training Resources. FOM|UCPath resources are available online at http://fomucpath.ucr.edu/training/resources.html.

VI. Responsibilities

A. Organizational Unit Head

1. Approves a need for a limited appointment.

2. Assures that the selected candidate for the limited appointment possesses the essential skills, knowledge and ability to perform the duties of the position.

3. Approves or denies the limited appointment form.

4. Submits the limited appointment form to the appropriate employee in the organizational unit for review, approval and processing.

B. 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. Reviews the limited appointment form for accuracy.

3. Signs the form on behalf of the department and routes it to the Shared Service Center for processing.

C. Organizational Unit

1. 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)

2. Monitors the employee's hours to ensure they do not reach the 1,000 hours threshold.