



I. Summary

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

II. Related Policies and References

[Personnel Policy 3](#) – Types of Appointment

[Personnel Policy 2.210](#) – Absence from Work

[Personnel Policy 60](#) – Layoff and Reduction in Time from Professional and Support Staff Career Positions

III. Definitions

A. Furlough: The scheduled periods during which employees in partial-year career positions are not at work are designated as furloughs.

B. Partial Year Career Appointment: An appointment established at a fixed or variable percentage of time at 50 percent or more of full-time, which is expected to continue for one year or longer, and with regularly scheduled furlough periods.

IV. Policy

A. Partial Year Career Position

1. A partial-year career appointment is established to accommodate foreseeable seasonal fluctuations in staffing, budgetary, operational, or other needs.
2. A partial-year career appointment contains regularly scheduled periods (furloughs), not to exceed three months per calendar year, during which the incumbent remains an employee but is not at work.
3. While on furlough, the appointee cannot use vacation leave, sick leave, paid time off (PTO) or compensatory time off (CTO). Employees holding partial-year career appointments may choose to receive paychecks during working months only or, alternatively, to spread paychecks over twelve months.
4. The department head may determine the need to designate new positions as partial-year or reassign existing vacant positions to partial-year appointments. In these cases, the department head should follow the normal recruitment procedures. Refer to [Local Procedure-20: Recruitment and Promotion](#).
5. When appropriate, the department head may determine the need to reassign filled full-year positions to partial-year positions. In these cases, employees in the affected classification and department who are interested in having partial-year career positions shall be given first priority for those positions. Otherwise, for Professional and Staff positions only, the reassignment of filled positions to partial-year shall be considered an indefinite reduction in time, and the incumbents shall be transferred in accordance with the provisions of [Personnel Policy-60: Layoff and Reductions in Time from Professional & Support Staff Career Positions](#).

B. Right to Recall and Preference for Full-Year Positions for Professional and Support Staff

Right to recall and preference for re-employment for incumbents involuntarily reassigned to partial-year career positions shall be in accordance with the provisions of [Personnel Policy 60: Layoff and Reduction in Time from Professional and Support Staff Career Positions](#).

C. Benefits

1. Employees on furlough shall be provided the University's contribution to the cost of University-sponsored health plans (health, dental, optical and temporary disability) for a maximum period of three (3) months in a calendar year where the employees' earnings are insufficient to generate the University's contribution.
2. University-provided life insurance and disability continues during furlough; however, the employee-paid life insurance and temporary disability is continued only if employees make direct payment of premiums.
3. Time on furlough is not time on pay status and, therefore, is not qualifying time for merit increases, vacation and sick leave accruals, holiday pay for absences in excess of 20 days (refer to PPSM 2.210: Absence from Work), or service computation for seniority or service awards. University of California Retirement Plan (UCRP) service credit is received during furlough so long as the annual appointment does not drop below 100 percent for nine (9) months (equivalent to a 75 percent appointment).
4. Employees on furlough are responsible for arranging with UCPath for the payment of the employee's portion of any premiums that are not fully covered by a University contribution.

V. Procedures

1. Obtain organizational unit head approval partial year appointment.
2. The Human Resources Business Partner submits the onboarding information to the Shared Service Center to enter the partial year 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.

VI. Responsibilities

A. Organizational Unit Head

Approves or denies partial-year career positions.

B. Human Resources Business Partner (HRBP)

1. Reviews the partial-year career appointment form for accuracy.
2. Reviews professional and staff position reassignments of filled positions to partial-year, as an indefinite reduction in time, and the incumbent's transfers.
3. Signs the form on behalf of the department and routes it to the Shared Service Center for processing.

C. Employee

Arrange with UCPath to submit the payment amount of the employee's portion of any premiums not fully covered by University contributions during furlough.