

UCOP Human Resources Procedures 24 – PER DIEM POSITIONS

- I. POLICY REFERENCES** UC-PPSM 3, Types of Appointments
 UC-PPSM 22, Probationary Period
 UC-PPSM 24, Per Diem Positions
 UCOP Rates and Pay Plans

II. GENERAL

Per Diem positions are used to complement career and casual positions when necessary to maintain staffing levels for temporary and emergency periods, as determined by the Division or Department Head.

III. RESPONSIBILITY

Authority to establish per diem positions is delegated to the Division or Department Head. Authorized individuals are responsible for insuring that organizational entities under their jurisdiction using per diem appointments do so in accordance with the policies and procedures specified in UC-PPSM 24, Per Diem Positions.

IV. ELIGIBILITY

Refer to UC-PPSM 24, Per Diem Positions, Section C.

V. OVERTIME AND INSURED BENEFITS

Refer to UC-PPSM 24, Per Diem Positions, Section D.

VI. PERSONNEL POLICIES

Per Diem employees are not subject to the UC Personnel Policies for Staff Members except as noted in UC-PPSM 24, Per Diem Positions, Section E, regardless of the duration and percentage of time worked. Although some method of recording performance evaluation information may be required for compliance with external agencies, a formal performance appraisal is not otherwise appropriate. Per Diem employees work on an as-needed basis and therefore should not be given any assurances of continued employment, nor future scheduling guarantees based upon satisfactory performance.

An individual may serve in a Per Diem position for a maximum of 1,000 hours per rolling year, with appointments to be reviewed by the Division or Department Head every two years.

Classification and Pay – Per Diem appointments may be made to all existing non-represented Professional and Support Staff (PSS) and Management and Senior Professional (MSP) titles applicable to UCOP as contained in the *UCOP Rates and Pay Plans*.

By Agreement rates of pay will be established by UCOP Human Resources for all Per Diem classes, will be based upon the pay ranges of the parallel classes, and will be incorporated into the *UCOP Rates and Plan Plans*.

Per Diem appointments do not require job descriptions and are not subject to classification review or open recruitment policies.

An incumbent of a per diem position holds neither a career nor a limited appointment. In addition, an individual may not simultaneously hold a per diem and a career, limited or floater appointment.

VII. SEPARATION

Per Diem employees may be released without cause, and may be effective upon oral notice of either the incumbent or the department head.

VIII. SERVICE CREDIT

Refer to UC-PPSM 24, Per Diem Positions, Section G.