

## Appointment Options for Hiring Staff

<b>Appointment</b>	<b>Description</b>	<b>Limitations</b>
<p><b>Career Appointment</b></p> <p><i>EDB Appt Type 2</i></p>	<p>An appointment at a fixed or variable percent of time at 50% or more of full-time, which is expected to continue to one year or longer.</p> <p>Addresses staffing need for work assignment of an indefinite nature requiring broad skill sets.</p>	<p>No established end date. For lack of work or funds, may implement layoff in accordance with appropriate policy/ contract.</p>
<p><b>Contract Appointment</b></p> <p><i>EDB Appt Type 1</i></p>	<p>An appointment established at a fixed or variable percentage of full-time for a definite period. The terms and conditions of employment for each contract are contained in a written agreement between the University and the individual made pursuant to UC guidelines.</p> <p>Addresses staffing need for limited time projects with finite scope; funding uncertainty; and assignment-specific skills not readily available or present in UCOP workforce.</p>	<p>Assignment terminates automatically on the expiration date of the employment contract unless contract is renewed prior to that expiration date.</p> <p>An employment contract can only be renewed upon mutual agreement of all parties and approval from Human Resources</p> <p>A contract may be extended to a maximum of four years.</p>
<p><b>Limited Appointment</b></p> <p><i>EDB Appt Type 3</i></p>	<p>An appointment at any percent of full-time, fixed or variable, during which an employee is expected to be on pay status for less than 1000 hours in a rolling 12-month period.</p> <p>Addresses staffing need for short-term project; coverage while recruiting or employee on short-term leave; funding uncertainty; assignment requiring specific skills, i.e., returning retiree.</p>	<p>Predetermined end date. If lack of funds or work, may release immediately.</p> <p>Appointment becomes career and employee is eligible for career benefits if on pay status over 1000 hours in a rolling 12-month period.</p>
<p><b>Floater Appointment (TOPS Program)</b></p> <p><i>EDB Appt Type 8</i></p>	<p>Appointment reserved for use in temporary employment pools, established at any fixed or variable percent of full-time.</p> <p>For positions covered under the <u>CUE contract</u>, TOPS appointments may not be extended past three years.</p> <p>For positions covered under the <u>PPSM</u>, a floater appointment may be established at any percent of full time for up to two years duration.</p>	<p>For positions covered under the <u>CUE contract</u>, TOPS appointments have a limitation of 1500 hours on each assignment in the same department doing the same work.</p>

<p><b>Casual Restricted Appointment</b></p> <p><i>EDB Appt Type 4</i></p>	<p>Appointment reserved for a regular student of the University of California. Appointment retains designation as casual/restricted regardless of the percent of time or duration of the appointment.</p> <p>Appointment provides practical work or research experience to UC students that furthers their educational goals, and addresses short term staffing need of limited duration.</p>	<p>Only for UC Students with student benefits. Appointment does not include benefits.</p>
<p><b>Partial Year Appointment</b></p> <p><i>EDB Appt Type 7</i></p>	<p>Appointment established to accommodate foreseeable fluctuations in staffing, budgetary, operational or other needs. Normally assigned as incumbents transfer or terminate. Otherwise, reassignment of filled positions to partial-year shall be considered an indefinite reduction in time.</p> <p>Addresses staffing need for positions which are not required during portions of the year, i.e. in academic departments which classes are not scheduled.</p>	<p>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.</p>
<p><b>Per Diem Appointment</b></p> <p><i>EDB Appt Type 6</i></p>	<p>Appointment that adds to or substitutes for career or limited appointments on a pre-scheduled basis or as needed on a day-to-day basis as determined by the University. Employees may be scheduled or not scheduled or called off from a pre-established schedule. An employee appointed to a Per Diem position is considered a Per Diem employee in that position.</p>	<p>An employee's eligibility for scheduling may be discontinued at any time without notice or without cause at the sole discretion of the University and without recourse to the complaint procedures.</p>
<p><b>Academic Appointment</b></p> <p><i>EDB Appt Type 5</i></p>	<p>An appointment at a fixed or variable percent of time with an academic title, at 50% or more of full-time, which is expected to continue one year or longer.</p> <p>Addresses staffing need for work assignment of an indefinite nature under an academic title requiring broad skill sets.</p>	<p>No established end date. For lack of work or funds, may implement layoff in accordance with appropriate policy/contract.</p>