Reason for revision: Following extensive discussion and consideration among university leadership, HRS and the P&S Council, the university is moving forward with eliminating the probationary period for P&S staff. As part of that change, additional guidance and evaluation will be incorporated into a P&S staff member’s first year of employment. These changes translate to the need to revise policy 5.21 related to appointment types and probationary periods, as well as policy 5.23 related to performance appraisals and 5.24 related to reduction in force.

Between these changes and the general need for updating these policies, there’s a fair amount of revision. The approach was to limit policy 5.21 to appointment types and move the notice of non-reappointment language to 5.24. In addition, policy 5.24 was retitled to incorporate other types of terminations, rather than just layoff. Policy 5.23 was extensively modernized and includes language to synchronize how we expect performance reviews (currently referred to as appraisals) to function in the new Workday software starting July 1, 2024.

5.21 - P&S Policies and Procedures - Appointment

Types

Purpose:
To outline appointment categories and general employment provisions applicable to university Professional and Scientific (P&S) staff.

Policy Statement:
The appointment designations outlined in this policy are applicable for university staff serving in P&S positions. P&S appointment provisions are administered by Human Resource Services (HRS).

A. Appointment Definitions

1. Temporary Appointment:
Designated when the service of a P&S staff member is required on a short-term basis to complete a particular project, temporarily backfill another P&S position and/or carry out certain duties and responsibilities. Such appointments may be rendered with a full or part-time schedule for an appointment period which shall not extend beyond one (1) year, unless approval from the HRS Director or designee (HRS Director) in limited circumstances. P&S temporary appointments are not considered fully benefit-eligible.

2. Term Appointment:
Designated when the service of a P&S staff member is for a specific period of time required with a project, grant, contract, special activity offering, or in connection with a program for which a limited funding period may exist and/or renewed funding periodically may be required. An initial term appointment may be designated with a full or part-time schedule when service is to be provided for a period of at least nine (9) months, unless the funding renewal cycle occurs earlier. Re-appointments involving a like service schedule may be granted. Term appointments scheduled for at least half-time for at least nine (9) months are considered fully benefit-eligible.

3. Contract Appointment:
Designated when the service of a P&S staff member is tied to the performance of an intercollegiate athletic sport program (e.g. coaches). All staff members holding a contract appointment shall execute a written contract detailing the salary and benefits associated with the contract appointment. Subsequent contract appointments may be granted by executing a contract addendum or new contract. Contract appointments with a schedule of at least half-time for a minimum of nine (9) months are considered fully benefit-eligible.
4. Regular Appointment:  
Designated for positions involving major administrative assignments, policy development, and/or other related exempt duties and responsibilities. Annual appointments must be at a department director level or higher and typically report to a division head. Annual appointments with an ongoing schedule of at least half-time for a minimum of nine (9) months of each year are considered fully benefit-eligible.

5. Annual Appointment:  
Designated for positions involving major administrative assignments, policy development, and/or other related exempt duties and responsibilities. Annual appointments must be at a department director level or higher and typically report to a division head. Annual appointments with an ongoing schedule of at least half-time for a minimum of nine (9) months of each year are considered fully benefit-eligible.

B. Other Appointment Changes

1. Interim Status:  
Interim status may be applicable when an employee is reassigned to a P&S position to cover an identified vacancy for a period which shall not extend beyond one (1) year, without approval from the HRS Director in limited circumstances.

2. Appointment with Staff Unit Transfer
   a. Instructional - P&S:  
   Following consultation with the HRS Director, the Provost may elect to reassign or reclassify a non-tenured faculty member to a P&S position in accordance with P&S classification procedures (see policy 5.26). A faculty member holding a temporary, probationary, or term appointment may be reassigned in accordance with P&S Policies and Procedures applicable with appropriate appointment provisions.

   Following consultation with the HRS Director and with the mutual agreement of the Provost and tenured faculty member, a reassignment or reclassification to a P&S position may be effectuated in accordance with P&S classification procedures (see policy 5.26).

   Eligible P&S staff members may be granted temporary part-time appointments in accordance with the provisions of policy 4.41 Special Compensation & Summer Appointments.

   b. Regents Merit System to P&S:  
   A change from Regents Merit System employment to P&S service may occur as a result of a reclassification or through university search procedures in accordance with university policy 4.02. Reassignment occurs when a Regents Merit System position, as a result of revised duties and responsibilities, is judged in accordance with FLSA rules and university policies and procedures to be a P&S position. University service is considered to be continuous for the staff member who is reclassified.

   When the services of a staff member serving with a Regents Merit System position are temporarily needed in a P&S position, interim status in a P&S appointment may be given.

   A P&S employee who formerly served in the Regents Merit System with a permanent appointment may be reinstated to a former or related position in accordance with applicable Regents Merit System Rules. The university administration’s decision to return a P&S staff member to a former Regents Merit System assignment of comparable position is not subject to grievance proceedings. University service is considered to be continuous for the P&S staff member serving with a Regents Merit System position, as a result of revised duties and responsibilities, is judged in accordance with FLSA rules and university policies and procedures to be a P&S position. University service is considered to be continuous for the staff member who is reclassified.

Policy effective July 1, 2024
member who returns to a position within the Regents Merit System when service with the latter employment group is contiguous with the former.

P&S Policies and Procedures will be applicable with the reclassification or search outcome of Regents Merit System employees to positions in the university’s P&S employment group.

P&S Council, approved February 8, 2024
Human Resource Services, approved February 8, 2024
University Council, approved XX, 2024
President and President’s Cabinet, approved 2024

Deleted:
The Regents Merit System employee holding a permanent appointment will, upon reallocation of his/her position, be given an opportunity to accept service as a P&S staff member or elect transfer to another Regents Merit System position. Service conditions cited above with reassignment of a Regents Merit System employee to a P&S position will be applicable for the staff member who elects to accept latter service in connection with position reallocation.

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C. Definitions

1. Permanent Position

The permanent P&S position, as identified by the University budget, involves a duty assignment of a continuing nature performed with an annual service schedule of seven hundred twenty (720) hours or more is sustained in total by appropriated and/or permanent University funds rather than by temporary funding.

2. Continuing Service Status

Continuing Service is a status awarded following successful completion of the probationary period. Such service status remains in effect unless the staff member is terminated under conditions outlined with the Continuing Service Appointment section of the Notice of Non-Reappointment provision and the Recall portion of the Reduction in Force Proceedings provision.

3. Notice of Non-Reappointment

A P&S staff member's appointment is considered to be renewed unless he/she is specifically advised in writing of non-reappointment. Notice of non-reappointment is provided in accordance with the following appointment categories.

a. Temporary Appointment.

The nature of the service required with this type of appointment causes the notice of non-reappointment provision to be inapplicable. The University administration will, however, make every effort to...