

Subject

Types of Appointments

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PURPOSE:

The purpose of this policy is to list and define the types of employment appointments which that may be made at the University.

Full-time employment appointments will be designated as either Full-Time Standing or Full-Time Fixed. Non-full-time appointments will be designated as either Temporary or Part-Time Appointments. Each employment appointment is defined below.

FULL-TIME STANDING I APPOINTMENT:

A Full-Time Standing I Appointment designates an appointment that is full-time and for which no ending date is specified. Such appointments are terminable in accordance with the appropriate University policy. Full-Time Standing Appointments are regular (see PG-1 and PG-4) and must be backed with budgeted funds. The position for each Full-Time Standing Appointment appears as a line item on a departmental budget salary schedule and is assigned a budget position number. Full-Time Standing Appointments may be used for all four payroll classification categories namely: 1) Academic; 2) Administrative; 3) Staff Exempt; and 4) Staff Nonexempt (see PG-2). Full-Time Standing appointments may be specified for seven, eight, nine, ten, eleven, or twelve months per fiscal year. This type appointment is provided all regular University benefits.

STANDING-II APPOINTMENT:

A Standing-II Appointment designates an appointment which qualifies as continuing part time (see PG-1). Such appointments are terminable in accordance with the appropriate policy.

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**FULL-TIME FIXED-TERM I
APPOINTMENT:**

A Full-Time Fixed-Term I Appointment designates an appointment which that is full-time for a fixed period of time of at least six calendar months and for which an ending date is specified. Such appointments are regular may be specified for nine, ten, eleven, or twelve months. The position These appointments does do not have to be backed by permanent funds. Full-Time Fixed-Term I Appointments may be used for all four payroll classification categories noted above. This includes instructors and any other individuals in a classification not covered by the tenure regulations. Such appointments are discontinued automatically at the stated specified ending date. Appointments may be terminated before the ending date or earlier, if for cause or business necessity. Full-Time Fixed appointments may be renewed. Persons appointed to fixed term appointments are not converted to Full-Time Standing appointments without an appropriate search or search waiver.

Fixed Term I Appointments may be used when hiring an individual to serve in an Acting or Interim capacity.

Fixed Term I Appointments, for those who qualify under the University's Early Retirement policies (see PG-43 or PAe-25) may be made for up to four consecutive years.

Fixed Term I Appointments for faculty may not exceed one academic year nor span two academic years, and the total of these appointments cannot exceed five academic years. Fixed-term appointments cannot be converted to standing appointments without an appropriate search.

Non-faculty Fixed Term I Appointments are renewable. Persons appointed to fixed term appointments are not converted to standing appointments without an appropriate search.

This type appointment is provided all regular University benefits.

**FIXED-TERM II
APPOINTMENT:**

A Fixed Term II Appointment designates an appointment into a faculty, administrative or exempt level position that

is full time for up to six nine calendar months or part time for up to one year. Such appointments are non regular and are for a fixed period of time. Fixed Term II Appointments are provided only legally mandated benefits. Such appointments are discontinued automatically at the stated ending date or earlier if for cause.

Fixed Term II Appointments may not be renewed:

1. If full time for up to six calendar months, until a period of six additional months has elapsed; or
2. If less than full time (69%) for a period of up to one year, until a period of six additional months has elapsed.

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102 **RETIREMENT SYSTEM**
103 **MANDATES:**

This policy is based upon current retirement system requirements as mandated by the Kentucky Revised Statutes. Retirement contribution requirements for positions that require a minimum of a Bachelor's degree are mandated by the Kentucky Teachers' Retirement System (KTRS). Retirement contribution requirements for positions that do not require a minimum of a Bachelor's degree are mandated by the Kentucky Employees' Retirement System (KERS).

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112 **NON-FULL-TIME**
113 **APPOINTMENTS**

Non full-time appointments can be either Temporary or Part-Time as defined below. All legally mandated benefits, including FICA, Unemployment, Workers' Compensation, and liability insurance must be provided.

Whether retirement benefits must be provided is determined by the percentage of time or number of hours to be worked and whether the position requires a minimum of a Bachelor's degree.

Calculations for determining percentage of time worked during the period of employment assume a 40-hour workweek or actual workdays in the month.

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126 **TEMPORARY APPOINTMENT**
127 **(BACHELOR'S DEGREE)**

Temporary Appointment - For positions that require a minimum of a Bachelor's degree. This appointment category

130 **REQUIRED)**

is designated for any assignment that is at least 70% but less than 80%, based upon normal, full-time employment. Retirement contributions **are** required.

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Academic instructors who teach 10.5 credit hours or more during any semester will be placed in this employment category. Retirement contributions **are** required.

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TEMPORARY APPOINTMENT

Temporary Appointment - For positions that do not require

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**(BACHELOR'S DEGREE
NOT REQUIRED)**

a minimum of a Bachelor's degree: This appointment category is designated for any assignment that averages 100 hours or more per month during the period of employment for a maximum of nine months. This appointment will **not** be subject to retirement benefits.

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**PART-TIME APPOINTMENT
(BACHELOR'S DEGREE**

Part-Time Appointment - For positions that require a minimum of a Bachelor's degree: This appointment category

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REQUIRED)

is designated for assignments that are less than 70%, based upon normal, full-time employment. Academic instructors who teach less than 10.5 credit hours in any semester will be placed in this employment category. Retirement contributions will **not** be required.

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**PART-TIME APPOINTMENT
(BACHELOR'S DEGREE
NOT REQUIRED)**

Part-Time Appointment - For positions that do not require a minimum of a Bachelor's degree: This appointment category is designated for assignments that are less than an average of 100 hours per month for the period of employment. Retirement contributions will **not** be required. Any months during the period of employment in which the employee does not work any time will not be included in the calculation for average number of hours worked.

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EXCEPTION: Any employee working more than an average of 100 hours per month but less than an average of 139 hours per month for more than 9 months for the period of employment are considered part-time. Retirement contributions **are** required.

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WAGE PAYROLL

A Wage Payroll Appointment designates an appointment

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171 APPOINTMENT:

into a nonexempt level position which is full-time for up to six calendar months or less than full-time for up to one year.

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1. — Such full-time temporary appointments may not exceed six (6) calendar months and are not renewable.

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2. — Such part-time appointments may be for an indefinite period so long as the employee works less than a calendar or fiscal year average of one hundred (100) hours per month.

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Wage Payroll Appointments provide only legally mandated benefits and may be terminated upon notice. A Personnel Action Request is submitted on which the time period for the appointment and the rate of pay are designated. Actual hours worked are to be recorded and submitted on bi-weekly time sheets.

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190 SUPPLEMENTARY
191 APPOINTMENT:

A Supplementary Appointment designates an appointment which is supplementary to a Full-Time Standing or Full-Time Fixed-Term Appointment and has the effect of providing an additional contractual provision beyond the terms of the Standing or Fixed-Term Appointment. For example, a Supplementary Appointment may be used if an individual whose regular appointment is for nine months but whose appointment is extended for one to three additional months. Supplementary Appointments will also be used to designate those appointments which are supplementary to Full-Time Standing or Full-Time Fixed-Term Appointments to compensate for approved additional services normally outside the scope of regular duties. For example, a Supplementary Appointment can be used when an eligible employee is employed to teach a course for additional compensation. Supplementary Appointments may also be used to designate an Interim Appointment for a Standing or Fixed-Term employee when these duties are expected to last more than 30 days. Regular University benefits, except sick leave and vacation accrual, continue with a Supplemental Appointment.

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212 VISITING

A Visiting Appointment designates an appointment in

212 APPOINTMENT:

which "visiting" is part of the title. Such an appointment is non-regular, whether full-time or part-time. Visiting Appointments apply to academic personnel only. Such appointments are normally limited up to one year. Such appointments do not have to be backed with budgeted funds.

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220 INTERIM SUPPLEMENTAL
221 APPOINTMENT:

An Interim Supplemental Appointment designates an appointment in which an employee serves in a temporary capacity while maintaining his/her original full-time position.

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225 INTERIM FULL-TIME
226 APPOINTMENT:

An Interim Full-Time Appointment designates an appointment in which an employee serves in a temporary capacity and vacates their previous full-time position to do so.

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232 APPOINTMENT WITHOUT
233 REMUNERATION:

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236 An Appointment Without Remuneration designates an appointment of an individual who does not receive remuneration for the appointment. Such individuals include those designated as Clinical Faculty Appointments outlined in PAC-1 or those visiting faculty who are not being paid by the University. The position does not appear as a line item on the departmental budget salary schedule and is not assigned a budget position number on the payroll record.
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