

POLICY 3 POSITION CLASSIFICATION

Rule 3.06 - Determination of Position Appointment Types

The head of the campus human resources office or a designee will review requests to fill vacant positions and determine the proper type of appointment to be assigned to each position in accordance with categories defined by the State Universities Civil Service System Statute and Rules.

Regulations

3.061 Status Appointments

Status appointments are made to permanent and continuous positions. In order for a position to be considered permanent, the head of the employing department must certify the intention to continue the position on a regular employment basis for six (6) or more months. Permanent regular positions include flex-year appointments that require a single period of work of at least eight (8) months duration followed by a single period of non-work that is expected to recur on an annual basis. Appointments to these flex-year positions are status appointments and are subject to special conditions which will be provided in writing by the campus human resources office.

3.062 Temporary Appointments

Temporary appointments are made to positions that have been certified as emergent, temporary, or transitory by the head of the unit or by the head of the campus human resources office, and that do not meet the permanent position requirements. Temporary appointments may not be longer than three (3) months. Requests to the Director of the State Universities Civil Service System to renew such appointments will be made by the head of the campus human resources office, in accordance with Civil Service Rule 250.70(a)(1).

3.063 Extra Help Appointments

Extra Help appointments are for positions determined to be casual or emergent in nature. An Extra Help position may be utilized for a maximum of 900 hours of work. The 900 hour limitation will be reviewed on a quarterly basis and regulated by the campus human resources office to ensure compliance with Civil Service Rule 250.70(g).

3.064 Provisional Appointments

Permanent status positions may be filled provisionally in accordance with Civil Service Rule 250.70(b). If there is no employment register, a qualified applicant who has not passed the Civil Service examination may receive a provisional appointment and may continue to be employed providing no candidate is available from the appropriate register.

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Regulations (Continued)

3.065 Apprentice, Trainee, and Learner Appointments

Apprentice appointments may be made for occupations defined as an “apprenticeable occupation” by the Bureau of Apprenticeship and Training, United States Department of Labor, in accordance with registered apprenticeship standards. Such programs are developed by a joint apprenticeship committee and approved by the Director of the State Universities Civil Service System.

Trainee and learner appointments may be made to positions in classes for which scheduled programs for training or experience are requested by the campus human resources office and approved by the Director of the State Universities Civil Service System. Establishment of such programs shall be in accordance with Civil Service Rule 250.70(d) and (e).