



University of Connecticut Health Center

Non-Permanent Personnel Appointments Policy

POLICY STATEMENT:

Appointment of personnel to the UCHC payroll system to provide coverage for unexpected or planned absences or temporary increase in workload is governed by State statute, collective bargaining unit agreement, or UCHC policy. The type of work to be done and the expected duration of the work determines the type of appointment, the payroll mechanism to be used, and the compensation.

PROCEDURE:

- Departments needing to hire staff to provide temporary, emergency, intermittent, per diem, etc., coverage must secure approval through the Personnel Transaction Request Procedure and notify Human Resources with the detail of the duties to be performed, dates, schedule, special qualifications needed.
- Human Resources determines the appropriate type of appointment, the payroll mechanism, and the compensation.
- Human Resources communicates this to the department.
- All hiring must comply with the Hiring of New Employees Policy

KEY POINTS:

- **For classified bargaining unit work**, the following non-permanent appointments can be made. (Please note that the 1199 bargaining unit has specific language that addresses the use of per diem staff. The language is referenced in this procedure.)
 1. **Durational** appointment - appointment to fill one of the following types of positions: a position of an individual who is on workers' compensation leave; a position of an individual who is on an extended paid or unpaid leave; or a position created for a specially funded program of a specified term.
 2. **Temporary** appointment – appointment to a non-permanent position established on a temporary, emergency or seasonal basis, which is not

expected to require the services of an incumbent for a period in excess of **six months**.

3. The use of **agency** personnel through contracts established by The Department of Administrative Services is also possible to provide temporary coverage for job duties associated with the AFSCME bargaining unit
4. **Per Diem** Employees (1199 only) – Refer to the 1199 contract, Article 9, Section 20.

- After six (6) months of continuous employment, durational appointments will become eligible for all applicable employment benefits including retirement sick and vacation time accruals, health insurance, etc., as provided by collective bargaining agreement.
- Temporary and durational appointments may be terminated at any time by the employer without right to appeal.
- **For work determined to be UHP work**, the special payroll mechanism may only be used to provide for payment of personal services for temporary or part time employees who are paid on a continuing or recurring basis for no more that 12 months in any two year period. These time limitations shall not apply to per diem nurses used in accordance with the PRN agreement reached between the parties or other categories of employees that the parties agree to exempt. (Refer to UHP contract: Article 30, “Special Payroll,” and Memorandum of Agreement, “UCONN Medical Group, #4.”)
- **For work determined to be non-bargaining unit**, the special payroll mechanism may only be used for professional, part time, irregular, recurring, or temporary services for which a normal permanent appointment would not be appropriate. Examples of non bargaining unit work eligible for utilization of the special payroll mechanism are but may not be limited to:
 - Faculty
 - Lecturers and other instructional support staff
 - Patient Actors
- Reemployment of **Connecticut State Retirees** is governed by state statute and is limited to a maximum of 120 work days per calendar year. Requests for reemployment of retirees must be approved through the Personnel Transaction Request Procedure and Human Resources and be in compliance with applicable policy and practice.
- Appointment of **Adjunct Faculty** for UCHC academic programs may utilize the following compensation mechanisms:
 - CO-17 when total compensation is expected to be less than \$2000

- Personal Services Agreement when total compensation is expected to be greater than \$2000 and work schedule is inconsistent
 - Special Payroll when total compensation is expected to be greater than \$2000 and work schedule is regular
 - Special payroll in the case of a reemployed retiree and as noted above
- The category of **Student Payroll** may be used for situations where the temporary employee is a bona fide student in a formal, sanctioned educational program. The nature of the work to be performed must be related to the course of study. Verification of student status is required prior to employment. In the case of students under 18 years of age, employment must be in compliance with applicable DOL standards and the Minors in the Workforce Policy.

Reference: Hiring of New Employees Policy
Bargaining Unit contracts
Personnel Transaction Request Procedure
Minors in the Workforce Policy

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