

Limited Appointments

How to meet your Short-term staffing needs Under
the 1000-Hour and Limited Appointment rules

UCSF Human Resources
March 2004

Goal

- **Provide the tools & understanding that will allow you to effectively apply the limited appointment policy at UCSF**

What You Can Expect To Learn

You Will Understand:

- **The 1000-hour rule - employment & benefits**
- **Why it is important to you**
- **When & how to use limited appointments**
- **What is the quick hire process & when to use it**
- **How to re-hire a UC retiree**
- **What is the difference between benefit hours & employment hours**

Limited Appointments: Background

- **Limited Appointment Policy implemented January 1, 2001**
- **Covers employment of part-time & temporary employment & benefit eligibility**
- **Found in Labor Contract & Personnel Policy**
- **Marked departure from previous policy**
- **Increased restrictions on use of part-time/temporary employees**
- **New & more comprehensive management requirements**

What is the 1000-Hour Rule?

- An employee in a limited appointment is eligible for conversion to a career appointment after the incumbent has attained 1000 hours on pay status in limited appointment(s) in 12 consecutive months without a 120 calendar-day break in service.
- Career status will be effective the first of the month after the employee accumulates the 1000 hours

Important: Break in Service

- If no separation date is recorded in OLPPS, there is no break-in-service
- A break-in-service is measured from separation date

1000 Hour Rule

- 1000-hour rule applies to employees in limited appointments
- Excludes:
 - casual restricted
 - contract
 - per diem
 - academic
 - floater

Use of Limited Appointment

- Short term staffing needs, e.g.,
 - Career employee leave-of-absence
 - Special projects
 - Temporary grant funding for staff to complete special project goals
 - Backfill of workload during Open Recruitment
 - Short-term workload issues

Multi-Limited Appointments

- Individuals may hold more than one limited appointment so long as the total hours worked per week does not exceed 40 hours.
- Only hours worked in the limited appointments count towards the 1000-hour rule. (Premium OT hours do not count)
- When the combination of hours worked in more than one limited appointment reaches 1000 hours, all limited appointments convert to career status

Career Appointment & Limited Appointment

- Individuals may hold a career appointment along with a Limited Appointment as long as the combination does not exceed 40 hrs/week (100% appointment)
- A career appointment reduced below 50% remains a career appointment

Limited Appointment Hires

■ Through Open Recruitment

- ✓ Department submits ERF and Job Description to HR for classification and posting of position to UCSF Career Website
- ✓ Staffing and Compensation Analyst classifies position, posts to UCSF Career Website, reviews and refers qualified applicants to hiring department
- ✓ Department reviews resumes, interviews applicants, checks references, and makes offer and informs HR of hire

<http://www.ucsfhr.ucsf.edu/staffing/info.html?x=928>

Quick Hire Process

- What is the Quick Hire Process?

It is a process that is used when the department has identified a candidate for a Limited or Per Diem appointment and does not need to post an open recruitment through Central Human Resources.

- Criteria in using the Quick Hire Process:

- ✓ Staff positions except those in the Management and Senior Professional program (MSP)
- ✓ Limited Appointment positions at four months, 100% time or less or no more than 700 hours in a 12-month rolling period
- ✓ On-going appointment of 46% time or less
- ✓ Per Diem appointments

- Quick hire process may not be used for:

- ✓ MSP level positions
- ✓ Positions over four months at 100% or 700 total hours in a 12-month rolling period

Quick Hire Process

In using the Quick Hire Process, the department is responsible for:

- ✓ Selection of candidate
- ✓ Classification of limited appointment positions other than MSP level
- ✓ Considering salary equity among like classifications within department/unit.
- ✓ Checking references (a minimum of two is necessary)
- ✓ Updating OLPPS

Before Hiring the Limited Appointment

- Have candidate fill out the Resume Supplement Form
- Check if candidate worked in a Limited Appointment within the last 12 months
- Check if candidate is UCRP retiree
- Check for previous UC appointments (other UC locations)

<http://www.ucsfhr.ucsf.edu/staffing/forms/>

Risks of “Defaulting” to career status

- Without full, fair and open recruitment for career positions, the university is at risk.
- Reduces our capacity to meet our commitment to workforce diversity.
- Risks grievances, affirmative action violations, and litigation
- Dept. payroll and benefit cost increases
- Alternative: Complete a full recruitment for a limited appointment position.

Rights and Privileges of Career Status

- Conversion to career status gives employee
 - eligibility for merit increases
 - reduction in UC enrollment fees
 - expanded grievance rights
 - “Just Cause Standard” for termination
 - preferential rehire and recall rights if laid off

What Counts toward Career Status

- Only hours in limited appointments count toward career status
- Hours includes:
 - paid sick leave, extended sick leave, vacation leave, compensatory time off, military leave with pay, administrative leave with pay, and holidays
- Does not include:
 - overtime, on-call hours, shift differential
- Hours carry over from one department to another
- Hours do not carry over from one UC location to another

Benefits Hours vs. Career Hours

- Hours worked in Limited Appointments also count toward UCRP Membership & Full Benefits eligibility
- Think of it as two different “buckets” where hours are monitored
- Be aware of the differences. . .



UCRP/Full Benefits

- ✓ Counts limited and career hours worked in a rolling 12-month period
- ✓ Not affected by break-in-service
- ✓ Upon reaching 1000 hours, Full Benefits eligibility and UCRP Membership is automatically conferred effective the first of the following month.
- ✓ Excludes hours for floaters and rehired retirees who have “accepted” the waiver.
- ✓ Hours carry over from dept to dept and from UC location to location.



Career Employment Status

- ✓ Counts only limited hours worked in a rolling 12-month period
- ✓ Break-in-service of 120-days or longer will empty the bucket
- ✓ Upon reaching 1000 hours, OLPPS Preparer must “end” Limited appointment and “add” Career appointment effective the first of the following month.
- ✓ Excludes hours for floaters
- ✓ Includes hours for all rehired retirees
- ✓ Hours carry over from dept to dept (only)

both buckets appear on OLPPS/IHR2

PPIHR20-I1338

EDB Inquiry

01/07/04

11:47:31

01/07/04 19:52:51

Hours Toward Eligibility

Userid: SFBENAT

ID 123456789

Name: Doe,John

SSN: 987654321

Hm Dept: 173939 HUMA...

_mplmt Status: A Pri Pay: MO

Hours Toward Benefits Eligibility

Hours Toward Career Status Eligibility

Total Hrs at Month Begin: 2080.00

Total Hrs at Month Begin: .00

Current Month: .00

Current Month: .00

* Jan:	176.00	Jul:	184.00
Feb:	160.00	Aug:	168.00
Mar:	168.00	Sep:	176.00
Apr:	176.00	Oct:	184.00
May:	176.00	Nov:	160.00
Jun:	168.00	Dec:	184.00

* Jan:	.00	Jul:	.00
Feb:	.00	Aug:	.00
Mar:	.00	Sep:	.00
Apr:	.00	Oct:	.00
May:	.00	Nov:	.00
Jun:	.00	Dec:	.00

As of Date for Counting Hours: 01/01/01

Next Func:

ID:

Name:

SSN:

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- F: 1-Help 2-Browse 3-PrevMenu 4-Print
- F: 9-MainMenu 12-Exit

20/13

NUM

12:03:21 IBM-3278-2

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PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12

Host Edit Setup Help

PPIHR20-I1338

EDB Inquiry

06/07/04

11:47:31

06/07/04

19:52:51

Toward Eligibility

user10: SFBENAT

ID 123456789

Name: Doe,John

SSN: 987654321

Hm Dept: 173939 HUMAN RESR

Emplmt Status: A Pri Pay: MO

Hours Toward Benefits Eligibility

Hours Toward Career Status Eligibility

Total Hrs at Month Begin: 1224.00

Total Hrs at Month Begin: .00

Current Month: .00

Current Month: .00

Jan:	.00	Jul:	184.00
Feb:	.00	Aug:	168.00
Mar:	.00	Sep:	176.00
Apr:	.00	Oct:	184.00
May:	.00	Nov:	160.00
* Jun:	168.00	Dec:	184.00

Jan:	.00	Jul:	.00
Feb:	.00	Aug:	.00
Mar:	.00	Sep:	.00
Apr:	.00	Oct:	.00
May:	.00	Nov:	.00
* Jun:	.00	Dec:	.00

As of Date for Counting Hours: 06/01/04

Next Func: ID: Name: SSN:

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F: 1-Help 2-Browse 3-PrevMenu 4-Print

F: 9-MainMenu 12-Exit

20/13

NUM

12:03:21 IBM-3278-2

ATTN	Clear	Erase EOF	Erase Input	Home	Enter	New Line	Tab	PA1	PA2	PA3	Reset
PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12

On-Going Eligibility Requirements



UCRP/Full Benefits

Once enrolled in any benefits package, on-going eligibility is solely based on a calculation of the average hours worked per week in a 12-month period—not a change to the nature of the appointment

Once the “Avg Hr/Wk”* drops to below 17.5 for two consecutive months, eligibility is lost. Change Assigned BELI to “5” effective end of 2nd month. Issue COBRA continuation materials asap.

UCRP Membership is not affected



Career Employment Status

Career Employment Status will continue—even if there is a reduction-in-time to below 50%--providing that there is no break-in-service

*data element found on OLPPS/IHRS

PPIHRS0-I0930 02/13/04 19:52:51 02/18/04 12:45:57
Userid: SFBENAT

ID: Name: Pay: M0
Hm Dept: 173939 HUI

Average hours per week during a 12-month rolling period

Hours on Pay Status

Jan:	176.00		
* Feb:	160.00		
Mar:	168.00	Sep:	
Apr:	176.00	Oct:	184.00
May:	176.00	Nov:	160.00
Jun:	168.00	Dec:	184.00

YTD Tot Hrs :	360.00
YTD Reg Hrs :	336.00
YTD OT Hrs :	.00
YTD NonWk Hrs:	24.00
Avg Hr/Wk :	40.00
Prior Service Mths :	0
Empl Service Credit:	
From Date :	

Lv Accr Hrs:	Balance	Maximum	
Vacation		384.00	
Sick Leave			
Compensatory	.00		
Paid Time Off	.000000		

Don't forget the "HELP" function (the F1 key)


Next Func: ID: Name: SSN:

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F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 9-MainMenu 12-Exit

Rehiring the UC Retiree

- Re-tir-ee \ri-tī-rē\ *n*: a person who has retired from his/her occupation (and receives UCRP monthly retirement income (MRI))
- Does not apply to someone who took Lump Sum Cashout from UCRP
- A UC Retiree can be rehired in a limited appointment under the following conditions:
 - Must have a 30-day break-in-service from separation, and
 - Must have received first Monthly Retirement Income check
 - Must complete ***UCRP Waiver and Release***
 - “Accept” = waive future UCRP benefits accrual (excluded from 1000-hour benefits rule)
 - “Decline” = if/when 1000-hour rule has been met, UCRP MRI must stop Retired status ends--Active UCRP status/Full Benefits resumes
 - Submit waiver form to Benefits/Box 0918 a.s.a.p.
- Be aware of Medicare Secondary Payer Law
- Go to Exchange for details, guidelines, waiver form, etc.
 - <http://exchange.ucop.edu/documents/>

Using the 1000 Hours Report

- How to Run the 1000-Hour Report
 - Go to WebLinks at <http://weblinks.ucsf.edu/>
 - Choose “Employees With/Approaching 1000 Hours” from the Employee Data section.
- Verifying hours worked
 - Everyone can see the whole report
 - Each person is listed under their home department
 - Use the “find” icon in Adobe () to search by name or employee ID
- Caution:
 - The report shows the number of work hours recorded in OLPPS as of the date it was run (Run Date in the upper right-hand corner)
 - The report is usually 1 month late in reporting total hours worked (Note: on average there are about 174 work hours in a month)

Using the 1000 Hours Report

- Two-part report:
 - Over 1000 hours work hours recorded
 - 700 to 1000 work hours recorded
- Information on the 1000 hours report
 - Employee ID
 - Name (last, first)
 - Total hours worked for all appointments in the last 12 months as recorded in OLPPS
 - Employee status (active or inactive)
 - Hire date
 - Appointment information: number, type, title code, begin date, end date, percent time, TUC (shows bargaining unit, if any), department code

1000 Hours Report Sample

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PPP1393/PPP139/051701                UNIVERSITY OF CALIFORNIA-SAN FRANCISCO                PAGE NO.    00
RETN: SEE RPTS DISP SCHEDULE/DIST.    MONTHLY PERIODIC MAINTENANCE                RUN DATE    01/0
                                         EMPLOYEES APPROACHING 1000 HOURS TOWARD CAREER STATUS

DEPARTMENT:  999999  HARD-WORKING EFFECTIVE TEAM                MAIL TO BOX 9999

EMP ID      NAME                HOURS    EMP        HIRE      - - - - - APPOINTMENT DATA - - - - -
            LAST_NAME, FIRST_NAME I                STATUS    DATE      NO TYPE TITLE  BEGIN   END      %   TUC DEPT

021111111  LAST_NAME, FIRST_NAME I                923.50    Active    01/02/03  10  3   9999 06/30/03 06/30/04  60% 99 999999
                                         20  5   9999 12/01/03 99/99/99  40% 99 999999

029999999  LAST_NAME, FIRST_NAME I                860.50    Inactive  02/03/01

TOTAL EMPLOYEES FOR DEPARTMENT                2
    
```

Resources

- Staffing, Classification and Compensation Guidelines
 - <http://www.ucsfhr.ucsf.edu/staffing/info.html?x=928>
- Collective Bargaining Agreements
 - <http://www.ucsfhr.ucsf.edu/policies/category.shtml?x=215>
- Personnel Policies (PPSM)
 - http://atyourservice.ucop.edu/employees/policies/staff_policies/index.html
- Rehired Retiree: Details, Guidelines, Waiver form
 - <http://exchange.ucop.edu/documents/>
- Returning to UC Employment After Retirement
 - http://atyourservice.ucop.edu/forms_pubs/checklists_factsheets/returntowork.pdf
- WebLinks
 - <http://weblinks.ucsf.edu/>