

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 05 Human Resources</b>
<b>05.401 Types of Staff Appointments</b>	

Policy Statement.

The staff member's appointment type shall define the relationship between the health science center and the individual performing the work. There are 6 types of staff appointments.

Application of Policy.

Faculty and Staff Employees

Definitions.

1. **Regular Appointment:** A regular appointment occurs when a person is appointed to a continuing monthly salaried position for four and one-half (4 1/2) months or more, for twenty (20) hours or more each week. These individuals are eligible for all health science center benefit programs.
  - a.) Regular Full-Time: A regular appointment on a work schedule basis of forty (40) hours each week (100%).
  - b.) Regular Part-Time: A regular appointment on a work schedule basis of at least twenty (20) but less than forty (40) hours each week (50%-99%).
  
2. **Temporary Appointment:** A temporary appointment occurs when a person is appointed to a position of short duration, intermittent in nature, or in a position where it is clearly impractical to employ on a continuing monthly salaried basis for as long as four and one-half (4 1/2) months. A temporary employee will be employed on an hourly rate basis. Individuals in positions that do not meet the definition of "regular employment" are not eligible for health science center benefit programs except where specified.
  - a.) Temporary Full-Time: A temporary appointment on a work schedule basis of forty (40) hours each week.
  - b.) Temporary Part-Time: A temporary appointment on a work schedule basis of less than forty (40) hours each week.
  
3. **Trainee Appointment:** An individual who, through lack of specific technical skills or experience, may be employed as a trainee. The training period is flexible and is agreed upon by the employing department and the Vice President for Human Resource Services. Upon completion of the training period, the trainee

appointment shall be converted to a regular appointment. (See Policy 05.304 and 05.305.)

4. **Probationary Appointment:** A new employee selected to receive a regular appointment to a staff position shall serve a probationary period of six (6) months. Upon successful completion of the probationary period, the probationary status is converted to regular status.
5. **Hourly Appointment:** An hourly appointment is used when an individual is appointed to a temporary position and is compensated on an hourly basis for only the actual number of hours worked. This should occur when the appointment is for a short period of time (less than 4 ½ months), or when the employee will be working less than 20 hours per week. These individuals are not eligible for the health science center's benefit plan.
6. **Task Appointment:** A task appointment is an agreement between the health science center and an individual for work based on completion of an assignment, rather than on an hourly or salaried basis. For example: an individual agrees to provide a service, for an agreed upon amount, such as conducting a seminar. Because the time needed to prepare for the seminar can only be estimated, and the individual is to be paid only the agreed upon amount on successful completion of the seminar, it is not possible to accurately establish an hourly rate in advance of completion of the assignment.
  - a.) Task assignments are restricted to one-time services or projects, or periodic jobs of limited time commitment. Task appointments must be re-approved and new payroll authorization submitted if continued into a subsequent fiscal year. If the appointment is for a current center employee, the task assignment is considered a separate job from, and is performed outside of, the regular work schedule for the employee. Task payments are subject to all applicable benefits deductions.
  - b.) Both regular and non-regular employees may be authorized for task appointments. Payments made to regular faculty and staff members on a task basis must conform to the description of "incidental work" as found in the U.S. Office of Management and Budget's Circular A-21. It is expected that "incidental work" will represent an insignificant part of the overall activities of employees and that the effort devoted to it will be clearly in addition to, and unrelated to, the employee's regular assignments.

NOTE: Purchase orders may be appropriate for payment in some instances when services are performed on a contract basis and satisfy the IRS requirements for classification as an independent contractor.

- c.) Task assignment payroll authorizations must be documented as to the type of work performed, estimated hours of work required for completion, pay amount, and regular assignment of the employee (if applicable.) Task payments must be approved by (1) the account holder, (2) the employing department head or chair, (3) the appropriate dean if applicable, and (4) the appropriate Vice President before submission to Human Resources for review and Payroll for implementation. In addition, task payments must be approved prior to the initiation of the assignment.
  
- d.) The actual hours of work required to complete the task assignment will almost certainly vary; however, care must be taken to ensure that the payment is in compliance with all applicable Fair Labor Standards Act (FLSA) minimum wage and overtime regulations. Human Resource Services is responsible to review the documentation for the task to determine if FLSA requirements are met.

Procedures and Responsibilities:

None

References and Cross-references.

Policy 05.304 and 05.305

Forms and Tools. None

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