

Guidelines for Appointments with Special Conditions of Employment Department of Human Resources and Equal Opportunity (HR/EO)

Some appointments are made with special conditions that circumscribe the nature of a University faculty or staff member's employment. While these practices have been in place for some time, the following guidelines are provided to clarify the nature of those appointments.

What is a "Limited Term" appointment?

This appointment requires work for a specified time period, with a specified end date. Limited term appointments generally do not exceed 1 or 2 years in duration. This appointment is made to a "regular" position with appropriate benefits eligibility. An "acting" or "interim" appointment is viewed as a limited term appointment. Positions funded by external sources are not considered limited term but are, instead, viewed as being "contingent on funding." Related information regarding acting appointments is located at http://www.hreo.ku.edu/policies_procedures/category_details/12.

Further Explanation:

- A condition or term of appointment for unclassified faculty and staff and for university support staff.
- Used when duties needed are only for set period of dates.
- Identified at time of search and specified in offer letter as condition of employment.
- Projected end date specified in search and initial offer.
- Annually specified in salary notice.
- Unclassified professional employee is not subject to the length provisions for notice for non-reappointment.
- University support staff member is not eligible for coverage by layoff rights.
- Requests for extensions must be made in writing to and approved by administrative channels and HR/EO, with a revised offer letter issued by HR/EO.
- A search is generally required to fill a vacancy at the end of a limited term appointment.

Process:

- Noted in position description and on requisition.
- Specified in offer letter.
- If extension requested, provide justification letter to administrative channels and to HR/EO. Extensions approved by administrative channels and HR/EO.
- Entry into Human Resources/Payroll System by HR/EO from position description or revised offer letter.

Approvals:

- Approvals must be obtained before making offer or for extension.
- Signatures required as specified on requisition.

What is a “Contingent on Funding” appointment?

This is an appointment to a position for which there is not an ongoing commitment of funding and for which the continuation of employment is based on availability of funding (e.g. funding from sponsored projects, grants, endowment, contractual arrangements, etc.).

Further Explanation:

- Condition of or term of appointment for unclassified staff and for university support staff.
- Identified at time of search and specified in offer letter as condition of employment.
- Annually specified in salary notice.
- Generally used for sponsored project funded employees or those resources which are not permanent.
- Unclassified staff are not subject to the length provisions for notice for non-reappointment when termination is based on end of funding as verified by the Office of the Vice Provost for Research for sponsored projects or the appropriate administrative office.
- University support staff member is not eligible for coverage by layoff rights.
- This does not overrule the academic tenure status if there is a “joint” appointment.

Process:

- Noted in position description and on requisition.
- Specified in offer letter.
- Annually specified in salary notice.
- Designation made on position in the Human Resources/Payroll System by HR/EO from position description or revised offer letter.

Approvals:

- Signatures required as specified on requisition.
- Approvals must be obtained before making offer or change in designation.

What are Temporary Position” appointments?

Appointments to temporary positions are not eligible for the employer subsidized benefits associated with “regular” employment, e.g. health insurance, retirement, paid leave, etc. Persons appointed to temporary appointments are eligible for some “voluntary” benefits, e.g. deferred compensation, savings bonds, etc. Appointments cannot be made to such positions for more than one year and must not exceed 999 hours in a calendar year. Persons appointed to staff temporary positions are not eligible for any salary increases. HR/EO can be of assistance in identifying candidates for temporary positions. University retirees may sometimes provide assistance. The University does have a contract for hiring from a temporary agency, though the rates are somewhat higher than University temporaries. Related information is located at http://www.hreo.ku.edu/policies_procedures/category_details/12.

Further Explanation:

- For short term appointments, limited to 999 hours in a calendar year.
- Payroll Office notifies departments when appointment reaches 750 hours.

Process:

- Noted in position description and on requisition.
- Specified in offer letter.
- Designation made on position in the Human Resources/Payroll System by HR/EO from position description or revised offer letter.

Approvals:

- Signatures required as specified on requisition.

What is a “Serve at the Pleasure Of” appointment?

This is a position designation made by the Chancellor, the Provost/EVC, a Vice Provost or a Dean that an employee’s administrative appointment may be terminated by his/her administrator without the advance notice required for the non-reappointment of an unclassified staff member.

Further Explanation:

- Condition of or term of appointment for unclassified professional staff, unclassified academic staff, and faculty.
- Identified at time of search and specified in offer letter as condition of employment.
- Used for higher level administrative positions.
- Annually specified in salary notice.
- Unclassified employees are not subject to the length provisions for notice for non-reappointment for administrative appointment.
- This does not overrule the academic tenure status if there is a “joint” faculty appointment.

Process:

- Noted in position description and on requisition.
- Specified in offer letter.
- Annually specified in salary notice
- Designation made on position in the Human Resources/Payroll System by HR/EO from position description or annual review process.

Approvals:

- Signatures required as specified on requisition.
- Designation is made by the Chancellor, the Provost/EVC, a Vice Provost or a Dean at the time of search or when changes in duties warrant the designation, and the designations are also annually reviewed.