

# UC Davis Personnel Policies for Staff Members

## Introduction

### Section 3, Types of Appointments

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Responsible Department: Human Resources

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*Exhibit A, Student Employees*

*Exhibit B, Student Employee Pay Plan*

### 3.A. DEFINITIONS

**Note 1--Limited to Career Conversion.** Each supervisor shall monitor the time worked by his or her limited employees. The supervisor shall consult with Human Resources well before the employee has worked 1000 hours within any 12-month period, or any other time period named in a relevant union contract.

**Note 2--Casual/Restricted Position.** See Exhibits A and B regarding student employment.

**Note 3--Contract Position.** See UCD Procedure 21.3.

**Note 4--Partial-Year Career Positions--Notifications.** The department shall give the employee a Partial-Year Position Certification form at the start of partial-year career employment. The department shall also give a Partial Year Career Furlough Notice at least 30 days before the start of the furlough, if possible. The forms are on the Web at <http://www.hr.ucdavis.edu/Forms>.

**Note 5--Partial-Year Career Positions--References.** See Policies 2 (furlough), 2.210.III.C(sick leave), and 60.B (layoff).

**Note 6--Volunteers.** A volunteer is a person who works without pay and who is subject to the control of the University. They should not be put into the payroll/personnel system (PPS). See Policy 21, Exhibit D (background checks) and UCD Policy & Procedure Manual Sections 380-08 (Volunteers), 290-60 (Occupational and Preventive Medicine), 370-20, II.B (Workers' Compensation), and 380-60, III.A.1 (loyalty oath).

**Note 7-Floater Positions.** Floater positions are managed by Temporary Employment Services (TES). An employee shall not be transferred from TES to the employing department in the same job during the first three months of the TES assignment.

**Note 8-Independent Contractors and Consultants.** When there is no employment relationship (i.e., the University has the right to control only the result of the service, but not the manner of performance), services may be procured by the use of an independent contractor or consultant. For more information, see the UCD Policy & Procedure Manual Section 350-25 (Independent Contractors) or 380-70 (Consultants).

### UCD PROCEDURE 3.1--FURLOUGH FROM PARTIAL-YEAR CAREER POSITION

- a. The department gives the employee a Notice of Furlough at least 30 days before the start of furlough, if possible. The start date and the return to work date must be included in the notice.
- b. Campus: The department completes the Leave of Absence Without Pay transaction in the

payroll/personnel system.

UCDHS: The department contacts Human Resources to implement the change.

- c. Campus: The Benefits Office mails a letter to the employee's home address regarding the payment of insurance premiums.

UCDHS: The employee contacts the Benefits Office to find out whether they must pay for any insurance premiums that are not fully paid for by the UC.