P&S Temporary Appointments  
(effective June 20, 2004)

1) Convert all P&S temporary appointments to biweekly, eliminating the monthly option. The exceptions are defined in #5(c), (d), and (f) below.

2) Time submitted on the biweekly time record is for time worked only. Payment for holidays (unless worked), sick leave, and vacation is not an option.

3) Restrict duration of temporary appointments
   - Operations Manual language limiting temporary appointments to one year applies to biweekly appointments that are 50% or more, with the exception of appointments in classifications designated on an annual basis by Compensation and Classification (C&C) as experiencing a labor shortage.
     - Limited extensions permitted with EOD approval
     - Reference to this limit is in EOD and HR sections of the Operations Manual
   - An end date of no more than one year’s duration on appointment forms is required.
   - Temporary appointments held by retirees are limited by the same standard, with the exception of those classifications determined to be experiencing a labor shortage
     - A one-year grace period, expiring June 30, 2005, for current retirees is allowed.

4) Temporary positions whose duties are consistent with those of existing P&S classifications are appointed to those classifications
   - Hourly rates are equivalent to at least the minimum salary for the respective pay grade
   - Permission from C&C to pay above the first quartile
   - Include description of duties in remarks section of appointment form

5) The following changes to job codes and titles have been made
   a. PZ01 Miscellaneous Professional (non-student) is now PZ01 Miscellaneous Temporary (non-student) for positions that do not fit an existing classification and fall below P&S pay grade 3
      - Minimum hourly rate is the minimum for Merit pay grade 1
      - Include description of duties in remarks section of appointment form
   b. PZ02 Miscellaneous Professional (student) is now PZ02 Miscellaneous Temporary (student) classification
      - Used for both UI and non-UI students
      - Minimum hourly rate is minimum wage ($5.15).
      - Include description of duties in remarks section of appointment form
   c. PZ03 Short-Term Monthly
- Paid a flat rate according to a submitted, monthly schedule
- Maximum duration of appointment is five months
- Include description of duties in remarks section of appointment form

d. PZ04 Intern (non-student or student)
- Paid a flat rate according to a submitted, monthly schedule
- Maximum one-year appointment with possible EOD extension
- Include description of duties in remarks section of appointment form

e. PZ05 Archaeology Field Technician
- No restriction on length of appointment, nor number of hours

f. PZ06 Student Services (student)
- Paid a flat rate according to a submitted, monthly schedule
- Include description of duties in remarks section of appointment form

6) Health insurance may be purchased by those on biweekly appointments when they meet the following criteria, as confirmed with the department by University Benefits:
- Has been and/or is anticipated to work at least half-time
- Will be employed for at least six months
The employee is billed directly for health insurance; it is not deducted from pay.

7) Special compensation may be paid to persons on biweekly appointments.

8) Positions whose duties are consistent with those of classifications in the merit system are eligible for appointment within that system only; they may not be appointed to any of the job code titles mentioned above.
- Appointed as temporary merit, with 780-hour limit
- May use merit helper classification and its per hour