

Type of Employee Appointments

APPOINTMENT TYPE	DEFINITION	DURATION OF APPOINTMENT	INITIAL FORMS NEEDED TO HIRE
Academic	Academic appointments are held by employees with academic-related duties. Position use a distinct personnel program (policies) based on the job title and whether the appointment is represented or non-represented (dependent on the position's supervisory/managerial duties) Pay is determined by the position title and step. Appointment renewal and advancement eligibility every 2-3 years (dependent on position title) based on the employee's accomplishments.	1 year initial appointment. Then 2-3 year appointment based on position title.	Justification Memo Academic Recruitment Form Job Description Job AD (optional) Search Report
Career <i>Staff Position</i>	Career appointments are considered "regular" employment and permanent positions. Employees are eligible for full benefits. Recruitment is required.	50% or more of full-time for an indefinite time period	Justification Memo Recruitment Form Job Description & PEM Form (from JobBuilder) Job AD (optional) Hire Form (once employee has been selected) Intercampus Order and/or Charge (IOC) (if Background Check is required)
Contract <i>Staff Position</i>	Contract appointments are considered "temporary" assignments. Contract appts. cannot be used to hire employees with represented or academic titles. Level of benefits is determined by percentage of full-time and length of the appointment. The appointment terminates automatically on the appointment end date of this employment contract unless renewed. Contracts can be renewed up to 3 times. Employment is "at-will". Recruitment is required.	Definite time period (up to 1 year). Renewed at the end of the appointment.	Justification Memo Recruitment Form Job Description & PEM Form (from JobBuilder) Job AD (optional) Hire Form (once employee has been selected) IOC (if Background Check is required)
Limited <i>Staff Position</i>	Limited appointments are considered "temporary" assignments. Individuals are hired on limited assignments to meet temporary and project-focused operational needs. Limited appts. cannot be used to hire employees with represented or academic titles. Level of benefits is determined by percentage of full-time and length of the appointment. Employment is "at-will". Recruitment is not required if a candidate has already been identified.	Not more than 900 hours in a 12-month period	Justification Memo Recruitment Form (if recruiting) Hire Form (once employee has been selected) Job Description & PEM Form (from JobBuilder) IOC (if Background Check is required)
UC Student	UC student appointments are restricted to UC Berkeley students only. Employees can work up to 19.5 hours per week without being eligible for benefits. Employment is "at will." Recruitment is not required.	Definite time period (up to 1 year). Renewed at the end of the appointment.	Justification Memo Recruitment Form Job Description Job AD (optional) Hire Form (once employee has been selected) IOC (if Background Check is required)

Below you will find more information regarding how employees are categorized by appointment type and work rules at the University of California.

Employee Appointment Types

Limited Appointments are used to hire employees on limited assignments to meet temporary and project-focused operational needs. Employment cannot exceed 900 hours in a 12-month rolling year. Limited appointments cannot be used to hire employees with represented or academic titles. Level of benefits is determined by percentage of full-time and length of appointment. If Limited Appointment employee has not already been identified by the Hiring Manager, they can choose to list the job recruitment on the Talent Acquisition Manager (TAM), UC Berkeley's Recruitment website.

Employment Contract Appointments are for employees placed on temporary assignments. They have a definite time period, i.e. 6-months or 1-year contract, and cannot be used to hire employees with represented titles. Level of benefits is determined by percentage of full-time and length of the appointment. The appointment terminates automatically on the expiration date of the employment contract unless, prior to the expiration date, the contract is renewed. Contracts can be renewed up to three times for a maximum of four years. Employment contract articulates that employment is "at will". Listing job recruitment on the TAM website is required.

Career Appointments are considered "regular" employment. Employees are hired into permanent positions at 50% or more of full-time for an indefinite time period and are eligible for full benefits. Listing job recruitment on the TAM website is required.

Academic Appointments are for employees with academic-related duties. Academic positions use a distinct personnel program consisting of a separate set of policies, including benefits. Pay is determined by position title and step and appointments are reappointed on a yearly basis. Appointment renewal and advancement eligibility every 2-3 years (dependent on position title) based on the employee's accomplishments.

UC Student Appointments are restricted to UC Berkeley Students who are registered for the current academic semester, or in the grace period immediately before or after the registered semester. This appointment type consists of 3 job titles (Student 2, Student 3, & Student 4). Some student employees may be eligible to receive Work Study, in which the employer receives an hourly-wage subsidy for time that the student works. Recruitment is not required.

It is highly suggested that students do not work over 19.5 hours per week; working hour restrictions during the academic year are as follows:

- Graduate students are not allowed to work over half-time per week on average over the period of the term, unless a waiver is granted by the Graduate Division.
- Undergraduate students are allowed to work over half-time per week on average over the period of the term. However, departments should remember that student's primary obligation is to their studies and the number of working hours should take into consideration the student's academic workload. There is no restriction per federal or state guidelines for Work Study students. However, employers should be aware that students may accrue eligibility for benefits when working at half-time or better during any given payroll period. These benefits must be paid from employer funds only.

Exempt vs. Non-Exempt Employees

Non-Exempt Employees are paid an hourly rate and received bi-weekly. Time off and time worked are recorded to the nearest quarter hour in CalTime. Non-Exempt employees must be compensated, via overtime pay or accrued compensatory time, for time worked over 40 hours per week. Employees accrue vacation leave and sick leave depending on percentage of appointment and time worked, and/or duration of appointment.

Exempt Employees are paid based on appointment percentage in the UCPath system and receive a monthly paycheck. Employees use CalTime only to note any leave taken at the end of each month. Time off should be recorded in whole-day increments. A "whole day" may be less than eight hours if an employee's appointment is less than 100% time. Employees do not earn overtime or compensatory time. They accrue vacation and sick leave based on appointment percentage in UCPath.

Determination of Status

The Fair Labor Standards Act (FLSA) regulates whether an employee is overtime-eligible or overtime (exempt). Under these regulations, UC has designated certain job titles as Non-Exempt or Exempt.

For those in staff jobs , to be considered Exempt, an employee must earn at least \$913 per week, or \$47,476 per year. This applies to both full-time and part-time employees.

For those in academic titles, to be considered Exempt, an employee must earn more than \$684/week (\$35,568/year) back to an FLSA exempt status.