

The USNH Board of Trustees and the Presidents' Council have approved definitions of new appointment categories (outlined below) to be effective July 1, 2008. The purpose of these changes in the appointment policy is to attempt to ensure consistent application of state and federal mandates such as eligibility for FMLA, military leave, and 403b plans as well as accurate data modeling required for such things as IPED reporting, bond rating data.

The major impacts of these new categories are:

- Status appointments below 75% will not be established or filled after 6/30/08 (with the exception of clinical faculty, research faculty, or tenure track faculty who have changed to a part-time appointment). Current 50% – 74% status employees will be “grandfathered” and will receive individualized communication.
- Full-time temporary positions will require a time commitment of from a minimum of one year to a maximum of three years. After that time there are three options: (a) the appointment ends; (b) the appointment changes to part-time; or (c) the appointment changes to status with full benefits. On an exception basis, the campus could extend an appointment for a total of five years.

Over the next two years it is anticipated that clearly defined policies and benefits for the part-time employee categories will be developed. In the meantime current USNH policies and procedures for non-status employees will continue to apply.

Each appointment type will be defined by its length and commitment to it, not by its source of funding. Also, the hours/days of each appointment will not be combined into a total percent-time. For example, a temporary employee may be hired into a casual appointment of 50 hours, accept another appointment for 100 hours, and a third at 150 hours per fiscal year. However, these appointments would not be combined into one appointment of 300 hours, and change the employee's appointment category to a part-time appointment. You may contact your HR Partner if you have any questions.

Proposed USNH Appointment Categories

Appointment Categories	Definition	Renewable
Temporary Appointments		
Casual	Casual appointments include appointments made for a single event or reoccurring short events such as work for semester registration or special events (commencements, TV auction, workshops, seminars, or athletic events). For these appointments, the appointing authority expects the total fiscal year employment to be generally about 200 hours (25 full-time days). Reappointment to the category can be made each fiscal year with no year exceeding a total of 200 hours for the appointment.	No time limit
Part-Time	Part-Time appointments are for (1) staff whose total commitment is expected to be greater than 200 hours, but less than 75%* time (less than 1500 hours or less than 195 FTE days) for the fiscal year; or for (2) faculty, who expected to be less than 75%* for the academic year (less than 24 credits/ 6 Units). Appointments renewed at discretion of hiring department.	No time limit
Full-Time Temporary	Full-time temporary appointments are for: (1) staff whose total commitment is expected to be at least 75%* time (i.e. 1500 hours or 195 FTE days) in a fiscal year or (2) faculty at least 75%* for the academic year (24 credits/ 6 Units). Appointments may be renewed for up to a total of 2 years. After that time, there are three options: (a) the	Minimum of 1 year – maximum of 3 years

	appointment ends, (b) the appointment changes to part-time, or (c) the appointment changes to status with full benefits.	(with extension to 5 year maximum on a case-by case basis at campus discretion)
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Status Appointments		Renewable
Term Appointments	Term appointments are status appointments of 75%* to 100% in FTE, established for a defined period with a minimum duration of one year or the normal maximum duration of three years. In very special situations requiring budgetary review and justification, it may be possible for the term appointment to extend up to a total of five years. Both salary and benefit costs are status rates and supported by departmental funds.	Maximum of 3 to 5 years
Continuing Appointments	Continuing status employment are appointments of 75%* to 100% in FTE, made with the expectation that the appointment is "continuing" (i.e. normally supported by continuing budgeted funds but inclusive of current policy for grant and endowment funded positions). This category includes specific faculty appointments (e.g. Contract Lecturers) where the appointment is made annually rather than on a continuing basis.	No limit, unless limited by grant funding or Contract Lecturer or Interim appointment

Note: FTE of 75% is defined as 75% of 2088 hours for 40-hour work weeks (or 2080, 2096, depending on the fiscal year) or 1957.5 hours for 37.5-hour work weeks (or 1950, 1965, depending on the fiscal year) for hourly staff; 75% of 260 full days for exempt staff; and 75% of the Academic Year for faculty (24 credits or 6 units)

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