

Date \_\_\_\_\_

To: (Employee Name)  
(Unit)

Re: Notice of Conversion to Career Status

Dear (Employee Name):

On January 1, 2001, a series of changes to employment and benefits policies and bargaining agreements for most staff went into effect, including the redefinition of casual (now called "limited") staff appointments.

### **Employment**

Effective January 1, 2001, a limited appointment is one established at any percentage of time during which the employee is expected to be on pay status for less than 1,000 hours in a 12-month period. A limited appointment shall be designated as a career appointment when the incumbent has attained

- 1,000 hours of qualifying service in any 12 consecutive months without a break in service of at least
- 120 consecutive calendar days.

### **Benefits**

Criteria for UCRP membership and full benefits (BELI 1) are different from the criteria for eligibility for career employment status. Effective January 1, 2001, eligibility may be attained in one of two ways:

- Based on appointment — an employee is eligible immediately if appointed to work for at least 50% time for 12 months or more
- Based on hours worked — an employee is eligible after accumulating 1,000 hours on pay status during a rolling 12-month period. The counting of hours began with the January 2001 payroll cycle, and UCRP membership will be effective the first of the following month after the 1,000-hour threshold is reached. The earliest an employee will enter UCRP under this new policy will be July 1, 2001.

\* \* \* \* \*

*A review of your work history indicates that you have met the above criteria.* The effective date of your career employment status is \_\_\_\_\_. In addition, you have successfully completed your probationary period. *OR* (sentence of probationary period status)

*[No change in benefits eligibility]* There is no change in your benefits eligibility at this time. Should your benefits eligibility change in the future, you will be notified.

*OR*

*[Change in benefits eligibility]* Your appointment now meets the criteria for BELI \_\_\_\_\_. The effective date of your benefits eligibility is \_\_\_\_\_. Please be aware that you will have 31 days after this date to enroll in eligible benefits for you and your dependents. The enclosed benefits packet contains important information regarding your benefits options and enrollment deadlines.

For further information regarding changes prompted by the new Limited Appointment Policies, see the Human Resources [Limited Appointment page](#).

For additional information regarding your terms and conditions of employment, choose the appropriate web site reference below:

- [Personnel Policies for Staff Members \(PPSM\)](#) for non-represented staff
- [Collective bargaining agreements](#) for represented employees.

Please contact me at extension \_\_\_\_\_ or by e-mail at \_\_\_\_\_ if you have questions regarding the above changes.

Sincerely,

(Name)

(Title)

Attachment(s)

cc: Benefits Office  
Human Resources