



University of California, Riverside – Local Procedure 3: Types of Appointments (Contracts)

March 2019

I. Summary

This local procedure is intended to provide specific guidance and inform the campus of the procedures for appointing individuals into contract appointments.

II. Definitions

Contract Appointment: An appointment established at a fixed or variable percentage of time for up to a four-year duration. A contract appointment can be extended for up to one additional year for a maximum total of five years. Contract appointments have a specific, pre-established end date and may be appropriate under certain circumstances.

III. Related Policies and References

[Personnel Policy 3](#) – Types of Appointment

[Personnel Policy 20](#) – Recruitment and Promotion

[Local Procedure 20](#) – Recruitment and Promotion

[Contract for Exempt Manager and Senior Professional \(MSP\) Position](#)

[Contract for Non-Exempt Manager and Senior Professional \(MSP\) Position](#)

[Contract for Exempt Professional & Support Staff \(PSS\) Position](#)

[Contract for Non-Exempt Professional & Support Staff \(PSS\) Position](#)

IV. Policy

A. The terms and conditions of employment are specified in a written employment contract between the University and the appointee. A competitive recruitment is required for contract appointments unless a waiver of competitive recruitment is approved by central Human Resources (HR). A contract appointment can be converted to a career appointment if the incumbent employee was selected through a competitive recruitment process in accordance with Personnel Policies for Staff Members (PPSM):20 – Recruitment and Promotion, and Local Procedure 20 (section VI.3.d.Contract Appointments).

B. Contract appointments may be established under the following conditions:

1. Projects with specific objectives and defined outcomes;
2. Position has special salary requirements;
3. Position funding may be short-term; or
4. Department has a temporary need during restructuring, reorganization, or workflow redesign efforts.

Contract appointments may also be appropriate for positions where an employment contract is customarily used in the industry to define the employment relationship. These positions are exempt from the limit on contract duration and will be designated as such by the Associate Vice Chancellor of Human Resources in consultation with the Equal Employment and Affirmative Action unit.

V. Procedures

A. Initiating a Contract Position

1. The department head partners with the organizational unit to discuss the contract position. The organizational unit will initiate the recruitment process as outlined in Local Procedure 20 section VII.
2. Upon completion of the recruitment process and a finalist is identified for hire, the organizational unit will partner with central HR's compensation unit to determine and ensure the terms and conditions of employment will be only those specified in the employment contract. Those terms and conditions may include specified personnel policies, special conditions, and specified compensation and benefits, and included negotiated compensation arrangements. Contract appointments that do not meet the salary basis test will generally be designated as non-exempt employees.

Additional information about this Fair Labor Standards Act (FLSA) rule can be found on the HR website at: hr.ucr.edu/total-compensation/compensation/fair-labor-standards-act.

3. The organizational unit's HR representative/designee forwards the contract appointment proposal packet, consisting of the following documents, to the organizational unit for review and approval:
 - a. classified or unclassified position description
 - b. rationale for using a contract appointment
 - c. a proposed employment contract outlining the specific terms and conditions of employment
 - d. a proposed organization chart
 - e. an employee requisition (recruitment is recommended)
4. The organizational unit forwards the approved contract appointment proposal packet to Central HR for review and approval.
5. Central HR issues a recommendation to the organizational unit.
6. The employment contract is signed by the employee, the department head and a representative of the organizational unit.

B. Contract Amendments and Extensions

All contract amendments and extensions shall be submitted by the organizational unit to central HR for approval.

C. Terminating a Contract Position

1. Contracts typically stipulate that an appointment may be terminated at any time by either party, with or without cause by serving written notice on the other party.
2. A contract appointment terminates automatically on the expiration date unless prior to the expiration date, the appointment is extended and the contract is renewed in writing.

VI. Responsibilities

A. Department Head

1. Approves the contract appointment proposal packet.
2. Submits the contract appointment proposal packet to the organizational unit for review and approval.
3. Assures that the individual to be appointed to the contract position possesses the essential skills, knowledge and ability to perform the duties of the position.

4. Signs the contract on behalf of the department and routes it to the organizational unit for signature approval.
5. Ensures that all documents pertaining to the employee's contract appointment are maintained in the employee's personnel file.

B. Organizational Unit

1. Designates an organizational unit representative responsible for administering contract appointments and signing the contract on behalf of the organizational unit.
2. Approves or denies the contract appointment proposal packet.
3. If approved, submits the contract appointment proposal packet to central HR for review and approval.

C. Central Human Resources

1. Classifies the position description.
2. Reviews the contract appointment proposal packet and submits a recommendation to the organizational unit.