

ARTICLE 24 – TYPES OF APPOINTMENTS

- 24.1 Full-Time Appointments. Full-time appointments are scheduled to work twelve (12) months per year, forty (40) hours per week.
- 24.2 Part-Time Appointments. Part-time appointments are scheduled to work at least twenty (20) hours per week and/or less than forty (40) hours per week. Such employees will receive a percentage of the full-time benefits (annual leave, sick leave, personal holiday, holidays, etc.) based on the percentage their monthly schedule bears to full-time employment.
- 24.3 Cyclic Appointments. Cyclic leave positions are defined as less than twelve (12) month appointments due to known budgetary restraints or known recurring periods in the academic calendar when the position is not needed.
- 24.3.1 Cyclic Year Schedules. At least fifteen (15) days before the start of each annual cycle, a cyclic schedule shall be established. Incumbents of cyclic year positions will be informed in writing of their scheduled periods of leave without pay in the ensuing annual cycle. Such leave without pay shall not constitute a break in service and shall not be deducted from the employees' length of service in granting periodic increments nor in computing the employees' vacation leave accrual rate.
- 24.3.2 Additional Work for Cyclic Employees. When additional work is required of a cyclic year position during a period for which the position was scheduled for leave without pay, the temporary work will be offered to the incumbent first, then to available bargaining unit members by seniority who have the knowledge, skills, and abilities to perform the work.
- 24.4 Temporary Appointments. The University may employ temporary/hourly employees to meet short-term and/or intermittent workload needs.
- 24.4.1 The University hires temporary employees for the following purposes:
- (a) Overflow or extra work required for a work load peak
 - (b) Ongoing part-time work
 - (c) To complete a special project, a cyclic work load need, or on a substitute basis to fill in for employee absences as deemed necessary by the University
- 24.5 Temporary/Hourly Employees Defined. Non-student, temporary/hourly employees who have worked more than three hundred fifty (350) hours in the previous twelve (12) consecutive month period in a bargaining unit covered by this Agreement who are members of the bargaining unit. The University will notify the Union of temporary/hourly employees who meet the above criteria on the monthly membership reports. Should temporary/hourly employees be hired during the term of this Agreement, who meet the above criteria, the University agrees, if requested by the Union, to reopen

this Agreement to discuss the applicable terms of the Agreement, including wages, that may apply to them. Until agreement has been reached, the parties agree temporary/hourly employees will be governed by the temporary/hourly conditions as provided in applicable University Policies and Procedures.

24.5.1 Temporary appointments will not be used by the University to circumvent appropriate hiring procedures.

24.6 Temporary Upgrades. The University may assign to an employee duties from a higher job classification for a period not to exceed six (6) months. For the duration of such a temporary assignment, the employee shall receive additional compensation equal to the pay range of the higher classification.

24.7 Reallocation. For the duration of the 2015-2017 Agreement, the University agrees not to initiate a position review which results in a reallocation of bargaining Unit 16 employees working in classified positions covered by this agreement on April 11, 2011 to a classification with a lower salary range maximum.