

TYPES OF APPOINTMENTS – A&P

Regular Appointment – An original or continuing appointment. A recruitment search is required for all regular appointments unless waived by either the President or the Equal Employment Opportunity/Affirmative Action Officer. Regular appointment employees are entitled to all rights, privileges, and benefits of regular, full or part-time employment including the right to continued employment. In addition, Regular Appointment employees are eligible for lay-off retention rights, in accordance with Regulation UCF 3.0123.

Visiting Appointment – An appointment of a person having professional qualifications, when either the person or the position is not expected to be available for more than a limited period of time. Appointment to this position may or may not require a recruitment search and cannot exceed four years in duration. If no search is conducted, the appointment cannot exceed one year in duration. Visiting Appointment employees are entitled to all rights, privileges, and benefits of regular, full or part-time employment except the right to continued employment. In addition, Visiting Appointment employees are not eligible for lay-off retention rights, in accordance with Regulation UCF 3.0123. **A short work break row will be keyed to correlate with the end date of the visiting appointment. The hiring department must submit a termination ePAF within 30 days of end of the visiting appointment.**

Interim Appointment – A limited time appointment ranging from six months to a maximum of twelve months which will include the assumption of additional or replacement duties and responsibilities. This appointment may require a change to the incumbent's position number. The incumbent's current position will remain open while he/she is in interim appointment status. Only current employees are eligible to assume this classification. Interim Appointment employees are entitled to all rights, privileges, and benefits of regular, full or part-time employment including the right to continued employment. In addition, Interim Appointment employees are eligible for lay-off retention rights, in accordance with Regulation UCF 3.0123. **An edit existing job ePAF will need to be submitted to change the employee's classification to interim status. An edit existing job ePAF will need to be submitted at the end of the employee's interim appointment, to change them back to their previous position, if applicable.**