



TYPES OF APPOINTMENTS –USPS

Regular Appointment (Regular Status) – A continuing appointment. 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.

Probationary – An appointment to a position in a class for the designated period, where the employee meets the minimum qualifications for the position. Continuous successful performance is required to successfully complete a probationary period. Each employee will serve only one probationary period, apart from those covered by the PBA Collective Bargaining Agreement. Probationary Employees are entitled to all rights, privileges, and benefits of regular, full, or part-time employment except the right to continued employment. In addition, Probationary Employees are not eligible for lay-off retention rights, in accordance with Regulation UCF 3.0123.

Trainee – An appointment to a position prior to receiving certification, when required, except that in the case of a law enforcement officer recruit, the employee, must, within 180 consecutive days following such appointment, be actively enrolled in the training program to obtain a Certificate of Compliance. Trainee status is also used when the employee has not passed a required examination but meets the minimum qualifications for the position; qualified applicants are not sufficiently available for the position and the employee is not fully qualified but is expected to acquire such qualification in a period of time; or the appointment meets the requirements of an affirmative action program or is under a cooperative education program, a vocational rehabilitation program, an approved university training program or an apprenticeship program. Trainees are entitled to all rights, privileges, and benefits of regular, full, or part-time employment except the right to continued employment. In addition, Trainees are not eligible for lay-off retention rights, in accordance with Regulation UCF 3.0123.

Time Limited – Regardless of funding source, the designation must be made to the position at the time of recruitment. Applicants must meet the minimum qualifications for the position. The hiring department has three options available with a Time Limited Appointment:

- a. If a department elects to select a candidate without a search, the duration of the appointment will be no longer than twelve (12) months.
- b. If a search is conducted to source the best possible candidate, the individual selected will be appointed to a Time Limited position.

- c. If the candidate selected is named in a grant, no search will need to be conducted.

Time-Limited employees are entitled to all rights, privileges, and benefits of regular, full or parttime employment except the right to continued employment. In addition, time-limited employees are not eligible for lay-off retention rights, in accordance with Regulation UCF 3.0123.