

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, with the exception of 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.

Emergency – An appointment for no more than 3 months, when a vacancy must be filled immediately due to an emergency. Such appointments may be made without regard to the employee's training and experience. Employees in emergency status are entitled to all the rights, privileges and benefits of regular employees, except the right to attain regular status. Emergency employees are not eligible for lay-off retention rights. **A short work break row will be keyed with an effective date of 90 days after the hire date. The hiring department must submit a termination ePAF within 30 days of their emergency appointment ending.**

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. A defined start and end date must be submitted for new hire processing. **A short work break row will be keyed to correlate with the end date. The hiring department must submit a termination ePAF within 30 days of the end of the 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. **A short work break row will be keyed with an effective date of a year after the individual's hire/rehire date. A supplemental eform will need to be submitted annually to maintain the employee in paid status.**
- c. If the candidate selected is named in a grant, no search will need to be conducted. **A short work break row will be keyed with an effective date of a year after their hire/rehire date. A supplemental eform will need to be submitted annually to maintain the employee in paid status.**

Time-Limited employees are entitled to all rights, privileges, and benefits of regular, full or part-time 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.