



Appointments Policy 4.20 Office of Human Resources

Applies to: Staff

POLICY

Issued: 02/01/1999
Revised: 11/01/2011

Appointments are based upon the business needs of the employing unit and along with standard hours determine eligibility for benefits. Classified civil service (classified) appointments are pursuant to the provisions of The Ohio State University [Rules for Classified Civil Service](#).¹

Definitions

Term	Definition
Full-time equivalency (FTE)	The percentage of full time (40 hours per work week) worked during the period covered by a given appointment (for example, 10% full-time equivalency [FTE] equals four hours of work per work week).
Regular appointment	An appointment which may be classified or unclassified and may be full- or part-time at any percentage of FTE (0 to 100%). Regular classified appointments are an employment relationship between the university and the employee that is intended to be ongoing, subject to the needs of the employing unit, and meeting the standards of job performance. Regular unclassified appointments are at will.
Reduced appointment	Regular classified or unclassified appointment in which the employee works less than 12 months with pay and benefits distributed over 12 months. Primarily used for reduced staffing during summer months.
Seasonal appointment	Regular classified or unclassified employment for which the service recurs for a specified period of time during a particular time of the year.
Temporary appointment	A classified or unclassified appointment for which the employment relationship between the university and the employee is intended for a specific, designated period of time. <ol style="list-style-type: none"> 1. Temporary appointments will not exceed 12 months, except in the case of intermittent appointments. 2. Temporary classified appointments are not eligible to be certified. 3. There must be a six month break in service when hiring the same person into the same position in which they previously served for a period of 12 months
Emergency appointment	A temporary classified appointment which serves at the discretion of the appointing authority, only used in cases of emergency, and for which the appointment process may bypass University Rules for the Classified Civil Service.
Intermittent appointment	A temporary classified or unclassified appointment which serves at the discretion of the appointing authority and for which the employee works irregular hours or days on an as-needed basis. The employee must work less than 50% FTE over the appointment year.
Term appointment	An unclassified appointment for which the employment relationship between the university and the employee is intended for a designated period of time normally greater than one year but less than three years.

Policy Details

I. Reduced Appointment

- Non-exempt staff may hold 40-week appointments. Non-exempt is defined in accordance with [Fair Labor Standards Act](#) (FLSA) and is eligible for overtime pay.
- Exempt staff may hold 9-month, 10-month, and 11-month appointments. Exempt is defined in accordance with the FLSA and is not eligible for overtime pay.

¹ Faculty appointments are not covered by this policy and are subject to the approval of the Office of [Academic Affairs](#). For additional information, refer to the [Faculty Appointments Policy](#) in the *Office of Academic Affairs Policies and Procedures Handbook*.



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II. Multiple Appointments

- A. Employees may have multiple regular, temporary, or term appointments provided the sum total of the appointments does not exceed 100% FTE and the appointment combination is consistent with the following principles.
 - 1. A combination of exempt and non-exempt appointments is not permitted.
 - 2. Classified appointments may be combined only with other classified appointments of the same exempt or non-exempt status.
- B. Employees who hold two or more distinct positions consistent with the above principles will have multiple appointments with separate employee records. It is not necessary to establish multiple appointments with separate employee records to distribute funding between two or more accounts.
- C. Benefit eligibility for multiple appointments.
 - 1. Multiple appointments of the same appointment type (regular, term, or temporary) will be combined to determine benefit eligibility.
 - 2. Multiple appointments that have different appointment types (regular, term, or temporary) cannot be combined to determine benefit eligibility. The benefit program offered is the one that is most advantageous to the employee.
 - 3. For the purpose of determining retirement contributions, employees with a split faculty/staff appointment will be considered to have a faculty appointment and must contribute to the State Teachers Retirement System of Ohio (STRS) or the Alternative Retirement Plan (ARP) based upon employee election.
 - 4. If a staff member has teaching duties of 33% or less, it is not necessary to establish multiple appointments. The appointment may remain a staff position and retirement contributions would be into the Ohio Public Employees Retirement System (OPERS) or the ARP based upon employee election.

PROCEDURE

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Revised: 11/01/2011

Responsibilities

Position or Office	Responsibilities
Office of Human Resources	1. Consult with units and employees on this policy. 2. Define appointments and their associated benefits. 3. Define benefit eligibility.
Office of Academic Affairs	Consult with units on faculty appointments.
College/VP Unit	1. Enter employee appointment data in the HRIS. 2. Consult with employees regarding questions about their appointments.



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Resources

- Alternative Retirement Plan, hr.osu.edu/benefits/rb_arp
- Benefit Eligibility by Appointment, hr.osu.edu/Policy/empben
- Faculty Appointments Policy, oaa.osu.edu/assets/files/documents/facultyappointments.pdf
- Fair Labor Standards Act (FLSA), dol.gov/whd/flsa
- Ohio Public Employees Retirement System (OPERS), opers.org
- State Teachers Retirement System of Ohio (STRS), strsoh.org
- Student Employment Policy 10.10, hr.osu.edu/policy/policy1010.pdf
- University Rules for Classified Civil Service, hr.osu.edu/policy/CCS

Contacts

Subject	Office	Telephone	E-mail/URL
Policy interpretation	Compensation and Classification, Office of Human Resources	614-292-2800	ohrc@hr.osu.edu hr.osu.edu/ohrc
Benefits eligibility	Customer Service Center, Office of Human Resources	614-292-1050	service@hr.osu.edu hr.osu.edu/customerservice
Faculty appointments	Office of Academic Affairs	614-292-5881	oaa.osu.edu
HRIS data entry guidance	Office of the Controller, Division of Payroll Services	614-292-2311	payrollservices@osu.edu controller.osu.edu/pay/pay-home.shtm assist-erp.osu.edu/assisthr89/WebHelp/assisthr89.htm

History

Issued: 10/01/1973 (Issued as Appointment of Administrative and Professional Staff)
Revised: 10/01/1980
Revised: 03/01/1985
Revised: 02/01/1999 (Renamed and issued as Appointments)
Edited: 09/06/2002
Revised: 11/01/2011