



Applies to: Staff

**Responsible Office**

**Office of Human Resources**

**POLICY**

Issued: 02/01/1999

Revised: 01/03/2021

Staff positions are based upon the business needs of each **unit** and, along with standard hours, determine eligibility for benefits. Classified civil service (classified) staff positions are subject to the provisions of The Ohio State University [Rules for Classified Civil Service](#).

**Purpose of the Policy**

To establish requirements for the consistent use and treatment of staff positions.

**Definitions**

Term	Definition
Academic appointment	An appointment assigned to individuals who perform work in an academic or teaching capacity. No compensation is attached to an academic appointment.
Full-time equivalency (FTE)	The percentage of full time (40 hours per work week) hours worked during the period covered by a given position (for example, 10% full-time equivalency [FTE] equals four hours of work per work week).
Intermittent position	A classified or unclassified position which serves at the discretion of the unit 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 course of any 12-month period.
Regular position	A position which may be classified or unclassified and may be full- or part-time at any percentage of FTE (up to 100%). Regular classified positions are an employment relationship between the university and the employee that is intended to be ongoing, subject to the needs of the unit and to the employee meeting job performance standards. Regular unclassified positions are typically at will.
Seasonal position	Classified or unclassified employment for which the service recurs for a specified finite period of time during a particular time of the year.
Temporary position	A classified or unclassified position for which the employment relationship between the university and the employee is intended for a specific, designated period of time not to exceed 12 continuous months.
Term position	An unclassified position 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. Postdoctoral scholars may hold term positions for a period of up to five years.
Unit	College or administrative unit.

**Policy Details**

- I. Position Types
  - A. The university maintains five different position types for staff members: **regular, seasonal, temporary, intermittent, and term.**
  - B. An end-of-employment date must be established for positions that are classified as temporary or term.
  - C. The following requirements apply to temporary positions:
    1. Temporary positions may not exceed 12 continuous months.
    2. Temporary classified positions are not eligible to be certified per [Classified Civil Service Rule 3335-65-03](#).
    3. There must be a six month break in service when hiring the same person into the same temporary position in which they previously served for a period of 12 months.



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II. Multiple Positions

- A. A staff member may have multiple positions, including multiple types of positions, provided the sum total of the positions does not exceed 100% **full-time equivalency (FTE)** and the position combination is consistent with the following principles:
  - 1. A combination of exempt and non-exempt positions is not permitted.
  - 2. A combination of staff and student employment positions is not permitted.
  - 3. Classified positions may be combined only with other classified positions of the same exempt or non-exempt status.
- B. When a staff member holds two or more distinct positions consistent with the above principles, separate employee records will be maintained for each position.
- C. It is not necessary to establish multiple positions with separate employee records to distribute funding between two or more funding sources.

III. Staff with Teaching Duties

- A. When a staff member has teaching duties comprising 33% or less within their staff position, the position will be a staff position and they will be given an **academic appointment** to track the teaching component of their position. No compensation is attached to the academic appointment.
- B. When a staff member has teaching duties that are outside of the duties associated with their staff position, then they will have a faculty position in addition to their staff position.

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**PROCEDURE**

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I. Seasonal Positions

- A. During off-season time, units are required to terminate seasonal positions.
- B. Units may rehire an individual into the same position in successive years, based on the continued need for the position.

II. Review of Positions for Employees without Pay

- A. The Office of Human Resources will conduct periodic reviews to identify any employees in non-exempt regular, temporary, term, or seasonal positions who have not been paid for 90 days and are not on an approved leave to determine if those positions need to be terminated.
- B. The Office of Human Resources will conduct periodic reviews to identify any employees in intermittent positions (other than auxiliary safety employees) who have not been paid for 365 days and are not on an approved leave to determine if those positions need to be terminated.
- C. The Office of Human Resources will conduct periodic reviews to identify any auxiliary safety employees in intermittent positions who have not been paid for 455 days and are not on an approved leave to determine if those positions need to be terminated.

III. Benefits Eligibility for Multiple Positions

- A. If a staff member holds multiple positions of the same position type, the staff member's positions will be combined to determine eligibility for all employee benefits.
- B. If a staff member holds multiple positions, but one or more of those positions are of different position types, the staff member's positions will be combined to determine eligibility for employee benefits as follows:
  - 1. Eligibility for retirement plan: all regular, term, seasonal, and temporary positions will be combined. Intermittent positions will not be combined with any other position type.
  - 2. Eligibility for all other employee benefits: all regular, term, and seasonal positions will be combined. Temporary and intermittent positions will not be combined with each other or any other position type.



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- 3. In all cases, eligibility for employee benefits will be determined based on the position that is eligible for the greatest number of benefits.
- C. When an employee holds multiple staff positions concurrently, the employee’s retirement contributions will go to the Ohio Public Employee’s Retirement System (OPERS) or the Alternative Retirement Plan (ARP) based on their eligibility and elections(s).
- D. When an employee holds a staff position(s) and a faculty position(s) concurrently, the employee’s retirement contributions will go to the State Teachers Retirement System of Ohio (STRS) or the ARP, based upon their eligibility and election(s).
- E. Academic appointments will not have any effect on benefits eligibility.

**Responsibilities**

Position or Office	Responsibilities
Office of Human Resources	Conduct reviews to identify positions where the employee has not been paid in the timeframe as stated in this policy and take action as needed.
Unit	Terminate seasonal employees during off season.

**Resources**

University Policies, [policies.osu.edu](http://policies.osu.edu)  
 Faculty Appointments, [oaa.osu.edu/assets/files/documents/facultyappointments.pdf](http://oaa.osu.edu/assets/files/documents/facultyappointments.pdf)  
 Student Employment 10.10, [hr.osu.edu/policy/policy1010.pdf](http://hr.osu.edu/policy/policy1010.pdf)

University Rules  
 University Rules for Classified Civil Service, [hr.osu.edu/policies-forms/rules-for-ccs/](http://hr.osu.edu/policies-forms/rules-for-ccs/)

Laws  
 Fair Labor Standards Act (FLSA), [dol.gov/whd/flsa](http://dol.gov/whd/flsa)

Additional Guidance  
 Alternative Retirement Plan, [hr.osu.edu/benefits/retirement/arp/](http://hr.osu.edu/benefits/retirement/arp/)  
 Benefit Eligibility by Appointment, [hr.osu.edu/benefits/eligibility](http://hr.osu.edu/benefits/eligibility)  
 Ohio Public Employees Retirement System (OPERS), [opers.org](http://opers.org)  
 State Teachers Retirement System of Ohio (STRS), [strsoh.org](http://strsoh.org)

**Contacts**

Subject	Office	Telephone	E-mail/URL
Benefits eligibility	HR Connection	614-247-myHR (6947)	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>
Faculty appointments	Office of Academic Affairs	614-292-5881	<a href="http://oaa.osu.edu">oaa.osu.edu</a>
Policy questions	HR Connection	614-247-myHR (6947)	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>
Workday data entry guidance	HR Connection	614-247-myHR (6947)	<a href="mailto:HRConnection@osu.edu">HRConnection@osu.edu</a>

**History**

Issued: 10/01/1973 Issued as Appointment of Administrative and Professional Staff  
 Revised: 10/01/1980



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Revised:	03/01/1985	
Revised:	02/01/1999	Renamed and issued as Appointments
Edited:	09/06/2002	
Revised:	11/01/2011	
Edited:	04/14/2014	
Revised:	01/03/2021	Renamed Staff Employment. Reflects material revision approved by President's Cabinet and subsequent edit inserting HR Connection in the Contacts section