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## Policy Information

**Effective Date:**

September 1, 1988

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**Policy Number:**

CSM 102.0

**Responsible Unit:**

Human Resources

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## Policy

The University of Arizona Classified Staff employees are divided into three categories: (1) Regular Classified Staff, (2) Ancillary Classified Staff, and (3) Extended Temporary Classified Staff. They are referred to collectively as "Classified Staff."

### Definitions

#### Classified Staff

Any employee whose position is classified under the Arizona Universities Personnel System and who is a Regular Classified Staff, Part-Time Classified Staff; Ancillary Classified Staff, or Extended Temporary Classified Staff as defined below.

#### Regular Classified Staff

A Regular Classified Staff member is an employee who is regularly scheduled to work 40 hours or more per biweekly pay period (.50 FTE or more) and whose position is expected to be active for six (6) months or more or is on a flexible-year appointment. Employees in Regular Classified Staff positions are eligible to receive certain employee benefits described in the Benefits section of the Classified Staff Human Resources Policy Manual and must enroll in the Arizona State Retirement Program. Prior to completing the initial six-month probation period, Regular Classified Staff are considered "at will employees" whose employment may be terminated at any time for any reason

that does not violate public policy.

### **Ancillary Classified Staff**

The University has two types of Ancillary Classified Staff: Part-Time Ancillary Classified Employees and Temporary Ancillary Classified Staff Employees. Ancillary Classified Staff may be eligible for limited employee benefits and are required by Arizona law to participate in a recognized State of Arizona retirement plan if employed at 20 hours per week or more for a period of 20 weeks or longer within a fiscal year.

#### **Part-Time Ancillary Classified Staff**

A Part-Time Ancillary Classified Staff member is an employee who is regularly scheduled for less than 40 hours per biweekly pay period (less than .50 FTE) and whose position is expected to be active for more than six (6) months. Part-Time Ancillary Classified Staff employees are not eligible for employee benefits, are not afforded the rights or privileges of Regular Classified Staff, and are considered "at will employees" whose employment may be terminated at any time for any reason that does not violate public policy. The length of time an individual works as a Part-Time Ancillary Classified Staff employee is not counted as service credit in subsequent Classified Staff positions.

Part-Time Ancillary Classified Staff members may compete for University employment openings as internal candidates.

#### **Temporary Ancillary Classified Staff**

A Temporary Ancillary Classified Staff member is an employee whose position will be active for less than six (6) months. Temporary Ancillary Classified Staff are not eligible for Regular Classified Staff employee rights or privileges. Individuals who remain employed for 90 days or more at 40 or more hours per biweekly pay period (.50 FTE or more) are eligible for limited insurance benefits, and those employed for longer than four months and 29 days and scheduled at .5 FTE or more must enroll in the Arizona State Retirement System (ASRS). These employees will not accrue sick and vacation time or be eligible for Qualified Tuition Reduction. Temporary Ancillary Classified Staff are considered "at will employees." The length of time an individual works as a Temporary Ancillary Classified Staff employee is not counted as service credit in subsequent Classified Staff positions.

Temporary Ancillary Classified Staff may compete for University employment openings as internal candidates.

Temporary Ancillary employees must be terminated and removed from the payroll for a minimum of 30 calendar days between Temporary Ancillary positions in the same classification in the same department.

#### **Extended Temporary Employment Classified Staff**

Extended Temporary Employment (ETE) is intended to meet the needs of departments that have extra or cyclical work or special projects that have clearly defined beginning and ending periods. An ETE Classified Staff is an employee who is regularly scheduled to work 40 or more hours per biweekly pay period (.50 FTE or more) and whose position must be expected to be active for a minimum of six (6) months and may last no longer than twenty-four (24) months.

ETE staff shall receive all rights and privileges and benefits of Regular Staff employees except that at the end of their temporary appointment, they shall be terminated due to lack of work and/or lack of funds rather than separated from employment through application of the Layoff/Reduction in

Force Policy. If, during the ETE appointment, a department determines a long-term need for the position, the ETE appointment may be converted to a Regular Classified Staff appointment if the position's duties and title will remain the same and the incumbent has filled the position for at least six consecutive months.

Employees in ETE positions shall serve an initial six (6) month probation period; shall receive all rights, privileges, and benefits of Regular Classified Staff employees; and shall earn service credit for retirement purposes in accordance with the rules and regulations of the Arizona State Retirement System.

A minimum break in service of 30 consecutive calendar days is required between ETE periods and such subsequent appointments must be to a distinctly different project than the initial ETE project. ETE positions shall not be extended beyond the original appointment period or the twenty-fourth (24th) consecutive calendar month.

ETE staff may compete for University employment openings as internal candidates.

## **Revision History\***

Revised April 2013

Revised September 24, 2015, for limited benefits eligibility for temporary ancillary employees.

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### **Links**

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