Policy Statement.

Application of Policy.
All Staff

Definitions.
None

Procedures and Responsibilities.
Appointment Types: The staff member’s appointment type defines the relationship between the University and the individual performing the work. Types of staff appointments are as follows:

A. **Regular Appointment**: A regular appointment occurs when a person is appointed to a continuing monthly salaried position for 4 1/2 months or more, on a work schedule basis of twenty hours or more each week. These individuals are eligible for applicable University benefit programs.
   
   a. **Regular Full-Time Appointment**: A regular appointment on a work schedule basis of forty hours each week (100%).
   
   b. **Regular Part-Time Appointment**: A regular appointment on a work schedule basis of at least twenty but less than forty hours each week (50%-99%).

B. **Temporary Appointment**: A temporary appointment occurs when a person is appointed to a position of short duration, intermittent in nature, or in a position where it is clearly impractical to employ on a continuing monthly salaried basis for as long as 4 1/2 months. A temporary employee may be employed on a monthly salaried or an hourly rate basis. These individuals are not eligible for University benefit programs except where specified.
   
   a. **Temporary Full-Time Appointment**: A temporary appointment on a work schedule basis of forty hours each week.
   
   b. **Temporary Part-Time Appointment**: A temporary appointment on a work schedule basis of less than forty hours each week.

C. **Trainee Appointment**: Individuals who, through lack of specific technical skills or experience, are employed as trainees at a salary rate below the normal rate paid to initially qualified appointees; or who are employed in a position classified as a trainee position. Upon completion of the training period, the trainee appointment shall be
converted to a regular appointment. The training period is flexible and is agreed upon by the employing department and the Human Resource Department. These employees are eligible for applicable University benefit programs.

D. **Hourly Appointment:** An Hourly Appointment is used when an employee is appointed to a temporary position and is compensated strictly on an hourly basis for only the actual number of hours worked. This may happen when the work requirement is for a short period of time, or when the employee will be scheduled to work irregular hours. These individuals are not eligible for University benefit programs except where specified.

   a. **Hourly Student Appointment:** Refers to temporary hourly positions that are filled by students who are enrolled on a continuing basis or who are between their regular terms of enrollment at University of North Texas. (See General Hourly Student Employment, Policy Number 05.025; Employment of Student Research Assistants, Policy).

   b. **Hourly Non-Student Appointment:** Refers to temporary hourly positions that are filled by non-students. Hourly non-student appointments are limited to no more than 19 hours per week, if employed on a continuing basis, or if appointed for 20 hours per week or more, to no more than 4 months duration during the course of one fiscal year.

E. **Task Appointment:** It may occasionally be desirable to appoint a person to a temporary position which is compensated strictly for the services rendered and only on a total task basis. Such appointments must comply with the minimum wage provisions of the Fair Labor Standards Act. (See Supplemental Compensation, Policy Number 05.040)

**References and Cross-references.**
UNT Policy 05.025, Employment of Student Research Assistants
UNT Policy 05.040, Supplemental Compensation

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