

## ARTICLE 18 – LIMITED APPOINTMENTS

### A. Definition

A limited appointment is established at any percentage of time, fixed or variable during which the appointee is expected to be on pay status for less than 1,000 hours in a rolling 12-month period.

### B. General Provisions

1. Employees in limited appointments are at will, except that the University will not release limited appointment employees for the sole purpose of denying them career status. The release of a limited appointment employee because the position lacks funding, or for other work-related reasons, does not constitute a release designed to deny a limited appointment employee career status.
2. If a limited appointment employee attains one thousand (1,000) hours of qualifying service within a rolling 12 months, without a break in service of at least 120 consecutive calendar days, the incumbent's appointment shall convert to a variable career appointment of at least 50% time.
  - a. Qualifying service includes all time on pay status in one or more limited appointments at the campus. Pay status shall not include any on-call, premium, or overtime hours.
  - b. Such career conversion shall be effective on the first day of the month following attainment of 1,000 hours of qualifying service.
  - c. Employees who have been converted to career appointments shall serve a probationary period in

accordance with Article 30 – Probationary Employees.

- d. Any break in service of 120 days or longer shall result in a new 12-month period for purposes of calculating the 1,000-hour requirement.
3. Conversion to career status, as provided in 2. above, shall not occur when:
    - a. the employee is hired as a replacement for another person who is on an extended leave that exceeds the 1,000 hours; or
    - b. the position into which the employee is hired is not an “ongoing” position, in that the position is established and funded for less than a year at any percent of time; or
    - c. the funding for the position is “one time” funding, of 18 months or less; or
    - d. the employee was hired specifically to work on a short-term project lasting no more than 1 year.

### C. Disputes

1. Employees in limited appointments may be released or have their time reduced at the sole discretion of the University and without recourse to the grievance and arbitration procedures of this Agreement except:
  - a. when a limited appointment employee has been released after working greater than 1,000 hours in a rolling 12-month period; or
  - b. when a limited appointment employee has been released for the sole purpose of denying career status.

2. AFSCME shall bear the burden of proof when raising any allegation that a limited appointment employee's release is grievable/arbitrable.