

ARTICLE 10

APPOINTMENT

Appointments

- 10.1 “All positions that are to be filled except for temporary or Limited Hourly positions of one hundred eighty (180) days or less in the Skilled Crafts Unit shall be posted electronically. Temporary or Limited Hourly positions of one hundred eighty (180) days or less that are to be filled need only be posted on the campus website where the vacancies exist. These temporary or Limited Hourly positions of one hundred eighty (180) days or less need only be posted for three (3) days on the campus where the vacancy exists. Emergency Appointments of one hundred eighty (180) days or less are not required to be posted. Emergency Appointments may not exceed one hundred eighty (180) days. Emergency Appointments are not benefit eligible until the first qualifying pay period following ninety (90) days of completed service.”
- 10.2 Except as provided in provision 10.1 above, posting will be made at least two (2) weeks before the deadline to apply at the campus where the vacancy exists, and at least one (1) week before the deadline to apply at other campuses. Such position vacancies shall be posted as soon as possible after receipt by the appropriate administrator. Such announcement shall include the classification title, description of duties, desirable experience, minimum qualifications, salary range, and procedures to be followed by applicants applying for such vacancies. An employee who believes he/she is qualified for a vacant position at a CSU campus or the Office of the Chancellor may apply for such position within the specified application period. Applications shall be submitted to the appropriate campus Human Resources Office.
- 10.3 Temporary employees may be reappointed within twelve (12) months of the end of a previous appointment without the position being posted, provided the temporary employee completed a recruitment process for the previous position.
- 10.4 The President shall make appointments.
- 10.5 Appointments may be classified as Limited Hourly, temporary, Emergency Appointment, probationary, or permanent positions. Appointments shall be made through official written notification by the President. No employee shall be deemed to be appointed in the absence of such official written notification from the President. Such notification shall include the class title and timebase (except for Limited Hourly appointments) to which the employee is being

appointed, the initial salary, the employment status of the employee, and the effective date of the appointment.

Temporary, Emergency Appointment and Limited Hourly appointments shall also specify the expiration date of the appointment. Temporary, Emergency Appointment and Limited Hourly appointments shall provide that the employee may be separated prior to the expiration date of the appointment. Such a separation shall not be subject to Article 30, Layoff, or Article 9, Grievance Procedure.

- 10.6 Limited Hourly appointments shall only be utilized for hourly part-time or full-time work that is intermittent, sporadic, or periodic in nature. Employees in a Limited Hourly status will normally have different schedules within the same appointment.

Utilization of Limited Hourly appointments for full-time work may not exceed nine hundred sixty (960) hours in a fiscal year. It is not intended that Limited Hourly employees replace temporary, probationary, apprentice, or permanent employees. Retired Annuitants may be hired as Limited Hourly employees, but are not eligible for sick leave, vacation, or holiday pay.

- 10.7 New employees are assigned no less than the Minimum Rate on the salary range established for the classification.

- 10.8 An employee appointed to a position at another campus without a break in service shall transfer his/her accumulated sick leave and retirement credit. The appointing campus and the employee may mutually agree to allow the employee to retain all or part of his/her accrued vacation up to a maximum of eighty (80) hours. Any vacation accrued but not used or transferred shall be paid.

Temporary Employee Eligibility List

- 10.9 Temporary employees who are appointed in the same classification for two (2) consecutive years and are not reappointed for reasons other than unsatisfactory performance and/or unsatisfactory conduct may request to be placed on an eligibility list for consideration for future temporary appointments in the same classification as the employee held for the two (2) consecutive years.

a. Reappointment Eligibility List

1. The employee must submit a written request to the designated person on campus to be considered for future temporary appointments in the same classification as the employee served for two (2) consecutive years. Such request must include current, accurate contact information.
2. The employee's name will remain on the list for three (3) years, provided the employee submits to the designated person on campus an updated request for future consideration for reappointment by July 1 of each year in which the employee is eligible to be on the list. Failure to submit this written notice with current, accurate contact information will result in removal from this list.
3. If someone on the list is contacted by the University, offered a temporary position, and turns down two (2) assignments of sixty (60) days or more, he/she shall be removed from the list. If three (3) offers of temporary positions of less than sixty (60) days are turned down, the person's name shall be removed from the Reappointment Eligibility List.

b. Reappointment Process

1. When the campus has a temporary position available, prior to advertising the position the appropriate manager on the campus will check the Reappointment Eligibility List to determine if anyone in the classification to be filled is on the list at the campus with reappointment rights in the classification to be filled.
2. Prior to posting the temporary position pursuant to provision 10.1, the campus shall offer the temporary position to each person on the Reappointment Eligibility List in the classification to be filled until the position is filled or everyone has turned down the appointment, whichever occurs first.
3. It is understood and agreed that temporary employees do not have seniority. However, temporary employees eligible for the Reappointment Eligibility List will be put on the Reappointment Eligibility List in order from the most number of seniority points accrued, not earned, pursuant to provision 30.11. Employees on the Reappointment Eligibility List in the appropriate classification will be called beginning with the employee with the most accrued seniority points. If there is more than one person on the Reappointment Eligibility List for the classification to be filled with the same number of seniority points, the tie shall be broken by: the University after considering the following factors:

- a. specialized skills and competencies of the employee; and
 - b. meritorious service by the employee as documented in the personnel file.
4. The President may appoint outside applicants when he/she determines such action is necessary to meet the best interest of the campus by obtaining specialized skills and abilities not available from those on the Reemployment Eligibility List.
 5. If an employee is reappointed for less than two (2) years, upon separation he/she shall remain on the Reemployment Eligibility List for two (2) additional years.

Interview Panel

10.10 An interview panel will be utilized when appointing an employee to a permanent position and may be used for temporary and apprentice appointments at the University's discretion. When an interview panel is utilized and the Union recommends one (1) unit member from the occupational group being recruited to serve on the panel; such unit member shall serve on the panel. The campus may appoint an additional unit member or members to the interview panel as well as management representative(s).

If a member of the occupational group being recruited is not available on the campus and the Union appoints a member from another campus, release time will be reimbursable and the Union will be responsible for any costs related to the member's participation on the interview panel. Release time must be requested and processed in accordance with provision 7.14 a, but the employee does not have to be a Union officer.

Teamsters Local 2010 recommendations are expected to be timely. If Teamsters Local 2010 appointees are not available in a timely manner, the interview process will not be delayed.

Reports

10.11 The CSU will provide to the Union a system-wide quarterly report of all Limited Hourly and temporary appointments in the bargaining unit on the date of the report. The list shall include the name, classification, hire date, funding source, and campus of each employee. This report shall be prepared effective February 1, May 1, August 1, and November 1 of each year.

Permanency for Temporary Employees

- 10.12 The President shall grant permanent status to a temporary employee subject to the following conditions:
- a. The temporary employee shall have served in a Bargaining Unit Classification or in classifications in the same Defined Occupational Series Grouping (Appendix B) at the campus for at least three (3) consecutive years immediately prior to the granting of permanency.
 - b. Such employee service shall have been in an appointment with a timebase of at least fifty percent (50%).
 - c. An employee who has served three (3) or more consecutive years in a position designated as temporary shall be granted permanent status in the classification and the time base that is held at the time permanency is granted. A timebase shall not be reduced in the appointment immediately preceding the granting of permanency.
 - d. An employee who has served for less than three (3) consecutive years in a position designated as temporary under the prior Agreement shall be granted permanent status upon serving three (3) consecutive years in a temporary position.
 - e. This provision does not apply to employees in positions which are funded by grants, contracts, or special projects with beginning and ending dates.
 - f. "Year," as used in this article, shall be a 365-day period commencing on the date of the appointment or anniversary date during which a temporary employee is in compensable status for 275 days or more.
- g. Nothing in this provision shall result in temporary services being credited toward an employee's probationary except as provided for in provision 11.2.