

CATEGORIES OF NON-REGULAR OR NON-FULL TIME APPOINTMENTS

| | REGULAR PART-TIME APPOINTMENTS | EH/EMERGENCY APPOINTMENTS | EH/TEMPORARY APPOINTMENTS | EH/RECURRENT APPOINTMENTS | LIMITED TERM APPOINTMENTS |
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| Definition: | Appointment on a regularly-scheduled basis less than full-time. | Appointment to meet immediate requirements caused by an emergency condition, to protect the public peace, health and safety or to prevent stoppage of public business. | Appointment to accomplish a specific project that is limited in duration, is not of a recurring nature, and will not exceed one day less than six months. Includes shorter internships. No successive appointments under this category, although length of appointment may be extended one time with CAO approval for an additional period not to exceed one day less than six months. (NOTE: CAO approval will consider, among other items, impact of extension on PERS eligibility.) | Appointment to maintain adequate coverage of work for short periods of time at frequent intervals, or where positions are of a recurring nature; may not exceed 1,000 hours per fiscal year. (NOTE: "positions of a recurring nature" does not include individual task assignments made without interruption in hours worked, which are to be categorized as regular full-time or part-time appointments.) | Appointment to accomplish a specific project that is limited in duration, is not of a recurring nature, and will continue for a period in excess of six months. Includes longer internships. |
| Duration of Appointment: | Indefinite period. | For the duration of the emergency, but not to exceed 30 days. | For the duration of the project, but not to exceed one day less than six months (one-time extension with CAO approval). | Indefinite period. | For the duration of the project, with an outside appointment termination date. |
| Approval for Creation of Appointment: | BOS allocated position. | Department or agency head, confirmed by CAO. | CAO. | CAO. | CAO. |
| Hiring: | Eligible list or merit list. | Department or agency head selection. | Department or agency head selection, with CAO approval. | Eligible list or merit list. | Eligible list or merit list. |
| PERS Annuitants: | Not eligible. | Eligible so long as employment does not exceed 960 hours per fiscal year. | Eligible so long as employment does not exceed 960 hours per fiscal year. | Eligible so long as employment does not exceed 960 hours per fiscal year and position is truly "temporary," not disguised permanent employment. | Eligible so long as employment does not exceed 960 hours per fiscal year, and employment is truly limited term and not disguised permanent part-time. |

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| Civil service: | Classified. | Unclassified; cannot gain civil service status. | Unclassified; cannot gain civil service status. | Unclassified; cannot gain civil service status. | Unclassified. Appointment is only for the period designated and employment automatically terminates at the end of the period. |
| Medical benefits: | Eligible for contribution so long as scheduled hours are 32 or more per pay period. | Not eligible. | Not eligible. | Not eligible. | Eligible for contribution so long as scheduled hours are 32 or more per pay period. |
| Vacation and sick leave: | Eligible. | Not eligible. | Not eligible. | Not eligible. | Eligible. |
| Pension: | Eligible for PERS if service exceeds 1,000 hours per fiscal year; otherwise eligible for OBRA. | Not eligible. | Eligible for PERS if service exceeds 1,000 hours per fiscal year; otherwise eligible for OBRA. | Eligible for PERS if service exceeds 1,000 hours per fiscal year; otherwise eligible for OBRA. | Eligible for PERS if service exceeds 1,000 hours per fiscal year; otherwise eligible for OBRA. |
| Examples: | Library assistant. | | Longer-term sick relief, employment to accomplish an archiving or similar project expected to last for less than six months, shorter-term internships. | Elections workers, seasonal workers, short-term vacation and sick relief, investigators hired for a specific case (but not merely assigned successive cases without a significant lapse of time between assignments.) | Library grant employees, employees performed to complete a specific departmental project that is expected to exceed six months, longer-term internships. |