

03.205 **Types of Staff Appointments.** The staff member's appointment type defines the relationship between the System and the individual performing the work. Types of staff appointments are as follows:

1. 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 System benefit programs.
 - a. Regular Full-Time Appointment. A regular appointment on a work schedule basis of forty hours each (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%).

2. 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 System 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.

3. 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 UNT Human Resource Department. These employees are eligible for applicable System benefit programs.

4. Probationary Appointment. A new employee selected to receive appointment to a staff position shall serve a probationary period of six months. The probationary period ends on the day before the six month anniversary; i.e. an employee whose date of employment is 4-15 will complete their probation as of the end of the work day on 10-14. Upon successful completion of the probationary period, the

probationary status is converted to a regular status. Probationary staff members are eligible for applicable System benefit programs, except vacation leave if they have not served 6 months of continuous benefits eligible service with the State.

5. 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 System benefit programs except where specified.
 - a. Hourly Student Appointment. Refers to temporary hourly positions that are filled by students of UNT (Denton) or UNT Health Sciences Center who are enrolled on a continuing basis for more than six semester hours, or who are between their regular terms of enrollment at University of North Texas (Denton) or UNT Health Sciences Center.
 - 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.
6. 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.

