

# Limited (Short-Term) Appointments

Effective January 1, 2001, the "casual" appointment category was replaced by the "limited" appointment. In a limited appointment, an employee is expected to be on pay status for less than 1,000 hours in a twelve-month period. This template describes the procedures for hiring a pre-selected individual into a staff position on a short-term exception basis (without going through the regular recruitment process). Employees hired in limited employments receive almost no benefits from the University, nor are they part of the UC retirement system.

There are two options for this type of employment:

- any percent time appointment up to 100% for 150 days (5 months) maximum
- 40% or less appointment for up to 12 months (In the case of the 40% STE, if the job exceeds 5 months, a classified job card would need to be written and submitted.)

Any extension of time beyond the stated maximum limits requires we conduct a full open job recruitment, which involves writing a job card (and getting it classified), posting the job in the UCSD job bulletin for a minimum of two weeks, interviewing and selecting from the pool of applicants and justifying the selection of a particular individual. This process can take several months to completion, so plan ahead if you might need to go this route. Depending upon the percentage and duration of the appointment, employees hired via this route will be eligible for varying levels of benefits.

## Hiring Procedures

Submit the following information to Kathy Johns at least two weeks prior to the desired employment start date:

- Job description (one or two paragraphs)
- Qualifications required
- Name of candidate, social security number and email address
- Justification of why this particular individual is needed, in lieu of doing a general campus posting (state the candidate's special skills/knowledge as they relate to the job)
- Start and end dates, number of hours per week.
- Funds to be used (index no.)
- Desired wage (refer to [Title and Pay Plan](#) ) - A wage at or below the midpoint may be used, providing, it is equitable with other like classifications within the department. Any rate above the mid-point requires justification and must be approved by the UCSD Compensation Manager (discuss with MSO first)
- Additional info needed from applicant:
  - Resume
  - Resume Supplement
  - Applicant Data Form
  - **Note:** Resume Supplement and Applicant Data Form may be found at [Applicant's Toolkit](#) . Forms should be completed and submitted via hard copy.