### 21/Appointment

**Frequently Asked Questions and Answers**

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
</table>
| 1. Please provide definitions for Career, Limited, Floater and Contract Appointments. | **Career Appointment** - An appointment established at a fixed or variable percentage of time at 50 percent or more of full-time, which is expected to continue for: (1) 1,000 hours or more during any 12 consecutive month period without a break in service of at least 120 consecutive calendar days; or (2) one year or longer. Career appointments should be filled through an open recruitment process.  
**Limited Appointment** – An appointment established at any percentage of time fixed or variable, which is expected to continue for a period of less than 1,000 hours in any twelve-month period.  
**Floater Appointment** - An appointment reserved for use in temporary employment pools. At UCSD, this is the Human Resources Department’s Temporary Employment Services (TES). Floater appointments may be established at any percent of full time up to two years in duration. Employees holding floater appointments may be scheduled or not scheduled as determined by the University. A floater appointment converts to a limited appointment unless there has been a break in service of at least 120 consecutive calendar days. If such a break occurs, a new floater appointment may be established for an additional two-year period.  
**Contract Appointment** - Contract Appointment. A contract appointment is an appointment established at a fixed or variable percentage of time for a definite period. Terms and conditions of employment are specified in a written employment contract. |
| 2. What is a Break in Service?                        | A break in service is any separation from employment status processed by use of the Payroll/Personnel system (PPS). In addition, a break in service for a limited appointment requires a separation from employment of 120 consecutive calendar days or longer and must be processed by use of PPS.  
A return to pay status from an approved leave without pay, furlough, temporary layoff, indefinite layoff during a period of right to recall and preference for reemployment, or on the next working day following a separation, is not a break in service. |
3. Which Human Resources Department Unit is responsible for recruitment of vacant positions?

The Employment and Staffing Services Unit is the Human Resources Department unit responsible for recruitment of vacant positions.

4. Is there a UCSD Implementing Procedures that explains the recruitment process?

Yes. UCSD Implementing Procedures 20/Recruitment provides the policy and process for recruitment of positions.

5. If a retiree has received a retirement check is it then possible to rehire that person in sooner than 90 days after the effective date of retirement?

No. The reappointment of a UC retiree may occur no earlier than ninety (90) days after the retiree’s retirement date or receipt of the first retirement payment (or lump sum cashout), whichever occurs first. However, in no case shall a rehired retiree return to work before thirty (30) calendar days from the termination date, even if the retiree has received the first retirement payment. In addition, any agreements to rehire a UC retiree may occur only after a thirty-day break in service has passed.

6. Can a department decide to reappoint a retiree at 50 percent time for just one year?

No. If the reappointment of a rehired retiree may not exceed 47 percent during a twelve-month period.

7. I know that a retiree must sign the University’s Retirement Plan Waiver Release Form. Is this form accessible electronically and in hardcopy format?

Yes. The University of California Retirement Plan Waiver and Release Form is accessible electronically on the UC Office of the President’s website at [http://exchange.ucop.edu/tempemp/ucrwaiver.html](http://exchange.ucop.edu/tempemp/ucrwaiver.html). The form is also provided with UCSD Implementing Procedures 21/Appointment as Attachment C.