24/Per Diem Positions

I. REFERENCES AND RELATED POLICIES
   A. UC SPP 3 - Types of Appointment
   B. UC SPP 24 - Per Diem Positions

II. POLICY
   A. Terms and Conditions of Employment
      Per Diem employees are not subject to UC Personnel Policies for Staff Members except as noted in Policy 24, regardless of the duration and percentage of time worked. Although some method of recording performance evaluation information may be required for compliance with external agencies, a formal performance appraisal is not otherwise appropriate. Per Diem employees work on an as-needed basis and therefore should not be given any assurances of continued employment, nor future scheduling guarantees based upon satisfactory performance. Per Diem employees may be released without notice and without cause.

   B. Classification and Pay
      Per Diem appointments in non-Per Diem classes shall have rates of pay within the assigned salary range. Per Diem appointments require job descriptions and are subject to classification review, but are not subject to open recruitment policies.

III. PROCEDURES
     Per Diem employees will typically be appointed to departments with in-house temporary employment pools where assignments will vary according to job description, location, duration and percentage of time. Departments, who have a need for temporary or part-time workers, where the terms and conditions of employment are pre-established and regular, will generally use career, limited or contract appointment as appropriate.