3/Types of Appointment/ Partial-Year Career Positions

I. REFERENCES AND RELATED POLICIES
   A. UCSD Implementing Procedures 20/Recruitment
   B. UCSD Implementing Procedures 21/Appointment
   C. UCSD Implementing Procedures 60/Layoff and Reduction in Time from Professional and Support Staff Career Position

II. POLICY
    The University establishes partial-year career positions to accommodate fluctuations in staffing, budgetary, operational, or other needs. Partial-year career positions contain regularly scheduled periods, not to exceed three months per calendar year, during which the incumbents remain employees but are not at work.

III. RESPONSIBILITY
   A. New Positions - The department head may designate new positions as partial-year or reassign existing positions to partial-year.
   B. Vacant Positions - Normally, the department head shall reassign existing positions only when they are vacant.
   C. Filled Positions - When appropriate, the department head may reassign filled full-year positions to partial-year positions.

   1. Employees in the affected class and department who are interested in having partial-year career positions shall be given first priority for those positions.

IV. PROCEDURES
   A. Reassignment of Filled Positions - The reassignment of filled positions to a partial-year shall be considered an indefinite reduction in time, and the incumbents shall be transferred in accordance with the provisions of UC Personnel Policies for Staff Members, 60/Layoff and Reduction in Time from Professional and Support Staff Career Positions.
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B. Right to Recall and Preference for Full-Year Positions - Right to recall and preference for reemployment for incumbents involuntarily reassigned to partial-year career positions shall be in accordance with the provisions of UC Personnel Policies for Staff Members, 60/Layoff and Reduction in Time from Professional and Support Staff Career Positions, except such rights shall be limited to full-year positions at the same percentage of time as the position held prior to the change to partial-year.

C. Furlough - The scheduled periods during which employees in partial-year career positions are not at work shall be designated as furloughs. The aggregate duration of furloughs shall not exceed three months per calendar year.

D. Pay - Employees on furlough may choose either to receive paychecks during working months only or, alternatively, to spread paychecks over twelve months, using the payroll partial-year deduction plan.

E. Benefits - The University's contributions to medical, life, optical, dental and disability insurance will continue to be paid during employees' furlough periods.

1. In order to maintain those benefits for which there are employee contributions, employees on furlough must make applicable premium payments.

2. The University of California Retirement Plan (UCRP) and Regulations determine the effect of the periods of furloughs on retirement benefits of those UCRP members whose periods of service include furloughs.

3. Times on furlough is not time on pay status and therefore is not qualifying time for six-month increases, merit increases, vacation and sick leave accruals, or service computation for seniority or service awards.

4. Vacation leave, sick leave, and compensatory time off shall not be used during the furlough period.