Presidential Directive 4-1994-2

Provisional Benefited Employees

1. General Information. Changes implemented by the Employees' Group Health Insurance Board and State Retirement System require the University to change its policies regarding insurance and retirement benefits. Temporary, non-benefited employees working 88 hours/month or more who are employed beyond six (6) months must be afforded insurance and retirement benefits. These benefits will be effective the day of the extension and will remain in effect up to a maximum of three (3) months. At the time of the extension these employees will be placed into a provisional benefited classification. Combined employment for provisional and non-benefited employment may not exceed nine (9) months. If at the onset of an assignment or shortly thereafter an ongoing need for the position is identified, the provisional category would not be applicable. A benefited position must then be established and an open search conducted in accordance with University policy and procedure.

2. Procedures for changing from “limited-temporary” to "provisional benefited:"
   a. A position number for Provisional Benefited shall be obtained. Contact the Budget Office at 766-2541.
   b. A benefited hiring form shall be completed. Effective dates shall be the date of the extension through the end of the assignment (no more than three months). Use applicable title -- Provisional Professional, Clerical, Technician/Paraprofessional, Skilled Craft, or Service/Maintenance. Indicate in the remarks area “Change from non-benefited to provisional benefited.”
   c. The employee will be scheduled for New Staff Orientation to enroll in the insurance and retirement programs.
   d. At the end of the assignment a termination form must be submitted. The employee will need to schedule an appointment with the Human Resources Department (phone 2438) regarding final arrangements for insurance and retirement. Should you not wish to continue the temporary position in a benefited status, your options are 1) permanently reduce to less than 88 hours per month or 2) terminate the employee.

   Under the "Provisional Benefited" category the employee status will still be considered as limited temporary. The employee will not be entitled to benefits other than insurance and retirement that are afforded to benefited employees. Employees appointed to a "provisional benefited" position will not be considered for transfer, promotion, or reassignment into a continuing or temporary benefited staff position without competing for a position through normal procedures. Full time students are exempt from this policy.

   Questions concerning the implementation of this new category should be directed to the Human Resources Office, phone 766-5604.

Amendment approved October 19, 2009
Tom Buchanan, President