Background

This policy applies to employees who are not covered by a collective bargaining agreement or for whom the agreement contains no provision regarding this subject.

Policy

1. The University of Cincinnati is an Equal Opportunity, Affirmative Action Employer. Women, Person of Color, veterans and individuals with disabilities are encouraged to apply.

2. University employees are appointed to positions based on their qualifications and position requirements.

3. Only an authorized University administrator can make an offer of employment.

4. An offer of employment must be made in writing and signed by the appropriate administrative authority/supervisor. (See sample offer letter on HR website). The letter will clearly state the offered position, classification and grade.

5. A Classified Civil Service (CCS) appointment is made pursuant to the provisions of the Ohio Revised Code and the Rules of the Board of Trustees.

A. Definition of Categories:

1. Regular Appointment

   a) An appointment may be CCS or unclassified

   b) The appointment may be part-time or at any percentage of full time equivalency (FTE).

   c) CCS appointments are an employment relationship between the University and the employee, intended to be ongoing, subject to the needs of the employing unit, and meeting the standards of the job performance.

   d) Unclassified appointments are “at will” and may be terminated without cause.
2. Temporary Appointment
   
a) An appointment for a specific, designated period of time.

   b) Classified (CCS) appointments will not exceed six (6) months.

   c) Unclassified appointments will not exceed one year.

3. Project Appointment

Temporary, unclassified appointment intended for a designated period of time greater than one year, but less than three years.

4. Seasonal Appointment

An appointment where the service recurs for a specified period of time during a particular time of the year.

5. Intermittent Appointment

   a) An appointment where the employee works irregular hours or days on an as needed basis.

   b) The employee works a total of less than 50% FTE over the appointment year.

B. Benefit Programs

Eligibility for participation in a particular benefit program is dependent on the appointment category and FTE of appointment. Refer to Human Resources Policies 12-01 and 12-02 for employee benefit eligibility.