

Staff Information - Casual Hire

Eligibility

- A casual or limited employee is expected to be on pay status for less than 1,000 hours in a twelve-month period (please see below for the two options). The limited appointment will be automatically be converted to a career appointment if the number of hours worked exceeds 1,000 hours within a twelve-month consecutive period.

1. The appointment is at 40% or less for 12 months.
2. The appointment is at any % of time for 150 days or less.

Benefits

- Are eligible for core benefits if the appointment is between 43.75% and 100% and does not meet the duration requirements of mid-level or full-level benefits.
- [Are eligible for mid-level benefits if the appointment is 100% for three months or more.](#)

Salary Scale

- Varies depending on the staff title.

Leaves

- Earn no vacation, sick leave or holiday pay if the appointment is less than 50%.
- Earn vacation and sick leave if the appointment is 50% or higher for six months or more.

Terminating Employment

- A separation appointment must be scheduled at least 72 hours prior to the employees last day of work. This will ensure that a student receives a final paycheck on his or her last day.
- If the employee has been contributing to the Defined Contribution Plan, they will learn of their options to roll over or cash out during the separation appointment

Additional Information

Skaggs School of Pharmacy and Pharmaceutical Sciences

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Step	Process	Administrative Timeframe	Overall Time Frame
1	* HR Contact to send Short Term Exception (STE) Form - the form must be complete by the sponsor requesting to hire a Casual employee, and sent back to the HR Contact	1-2 days (to submit the form to the PI)	1 week (Depending on how quickly the PI returns the Short Term Exception Request form)
2	* HR Contact to complete the Requisitions - HR Contact reviews the STE request, completes the requisition, sends it to Central HR for approval	1-2 days (to send to Central HR)	1 weeks (Depending on how long Central HR is able to approve the STE)
4	* UCSD Resume Supplement form - HR Contact sends the UCSD Resume form, and request curriculum vitae	1-2 days (to send the email to the propose STE employee)	1 week (Depending on how quickly the propose STE employees returns the forms)
5	* Final approval from Central HR - fax the 1) Requisition confirmation, 2) UCSD Resume Supplement form, 3) curriculum vitae. Await for email approval to offer the STE	1-2 days (fax the information to Central HR)	1 week (Depending on how quickly Central HR approves the STE)
6	* Hire Orientation	1-2 days (depending on when the staff is available to meet)	Immediately
		~ 2 weeks = administrative process	~ 4 weeks = overall process

Updated 12/7/08

Updated 11/16/08