

Types of Appointments

Employees – Exempt Employee Code

CWU Policy 305-14

Effective: September 5, 2012

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Human Resources

Policy Statement:

Applicability:

Content:

Policy

Appendix A - Types of Appointments Procedure

(1) The types of appointments covered by this code include the following:

A. Regular.

1. A regular appointment is made to a position that is expected to continue to exist for the foreseeable future.

B. Temporary.

1. A temporary appointment is made to a position created to complete special work projects or tasks of a nonrecurring or intermittent nature, with the position expected to cease to exist once the work has been completed. Temporary positions may be terminated prior to completion of the project or task by modification of the appointment letter in accordance with CWU 305-09 through CWU 305-14 (Conditions and Terms of Employment) and are not subjected to provisions of CWU 305-15 through CWU 305-22 (Separation from Employment).

C. Interim.

1. An interim appointment is made to fill a continuing position while the search is completed to fill the vacancy. Termination of the appointment prior to filling the vacancy is not subject to the provisions of CWU 305-15 through CWU 305-22 (Separation from Employment).

D. Acting.

1. An acting appointment is made to replace an employee on leave of absence from an exempt position. Termination of the acting appointment is not subject to the provisions of CWU 305-15 through CWU 305-22 (Separation from Employment).
 - E. If the temporary, interim, or acting appointee held a regular exempt position immediately prior to the assignment, the employee shall return to his/her regular position (or a comparable position) at the previous salary rate plus any adjustments provided by CWU 305-23 through CWU 305-24 (Compensation), unless notice of separation from employment has been given in accordance with CWU 305-15 through CWU 305-22 (Separation from Employment). Temporary, interim, or acting appointees who held civil service or faculty positions immediately prior to the temporary assignment shall be returned to civil service or faculty status in accordance with the appropriate rules.
- (2) The rights, privileges, and responsibilities specified in this code apply to all exempt employees unless otherwise stated in a letter of appointment or subsequent modification to the appointment letter. However:
- A. Part-time appointees working half time or more shall accrue leave on a prorated basis.
 - B. Temporary appointees may or may not be eligible for insurance and retirement benefits, based on the eligibility provisions of those benefit plans.
 - C. Temporary appointees are not eligible for annual leave and sick leave, unless specifically stated in the appointment letter, and in accordance with the eligibility provisions of those leave plans.

History:

EEAGB: 4/7/08; BOT: 6/6/08; BOT: 2/09; BOT: 6/09; BOT: 12/09: Responsibility: CFO/BFA; Authority: President's Office; Reviewed/Endorsed Cabinet/PAC; Review/Effective Date: 9-5-12; Approved by: James L. Gaudino, President
Reformatted and Assigned new Policy Number - Previous Policy CWUP 6-30-060, June 2025
Attached Procedure CWUR 6-30-060 as Appendix A, June 2025

Appendix A - Types of Appointments Procedure

(1) Regular.

- A. At the discretion of the appointing authority, regular positions may be scheduled for a recurring cycle of less than 12 months each year and/or either full time or part time.

(2) Temporary.

- A. Temporary appointments shall be for the period of time specified in the appointment letter, and normally will not exceed six months. Six month extensions may be granted after consultation with the Chief Human Resource Officer/designee. Temporary positions may be either full time or part time at the discretion of the appointing authority.

(3) Interim.

- A. Interim appointments shall be for a specified period of time, normally not to exceed twelve months. Extensions may be granted after consultation with the Chief Human Resource Officer/designee. Interim appointments may be either full time or part time at the discretion of the appointing authority. The length of the appointment may be changed by modification of the appointment letter in accordance with CWUP 6-30 (Condition and Terms of Employment).

(4) Acting.

- A. Acting appointments shall not exceed the term of the leave of absence of the person being replaced and may be either full time or part time at the discretion of the appointing authority. An acting appointment may be terminated prior to the return of the absent employee by modification of the appointment letter in accordance with CWUP 6-30-060 (Types of Appointments), and is not subject to the provisions of CWUP 6-40 (Separation from Employment). In the event of the separation of the employee on leave, the usual equal opportunity recruiting and selection process shall begin immediately.