

**Personnel**

*Board of Trustees Policy*

<b>SUBJECT:</b>  Temporary, Grant-Supported Staff Positions & Temporary Assignments	<b>NUMBER:</b>  <b>2.2</b>
	<b>DATE:</b>  <b>April 16, 1993</b> Amendment: April 21, 1997 Resolution # 97-31 Amendment: December 19, 2005 Resolution # 05-123
	<b>SUPERSEDES:</b>

***Purpose***

This policy of the Board of Trustees defines the roles of Temporary Assignment, Grant-Supported Staff positions and Temporary Assignments as it relates to SUNY Schenectady.

***Policy***

**Temporary Appointment**

A temporary full-time appointment is an appointment to a professional staff position created to serve temporary needs of the College for a fixed term of not less than three months and not more than twelve months. Such an appointment shall be made by the Board of Trustees upon the recommendation of the President.

If the temporary appointment is a position comparable to one covered by an existing collective bargaining agreement then the benefits provided together with conditions of employment will be consistent with the respective unit agreement, excluding those

provisions referencing both time periods outside the specific term of the temporary appointment and tuition assistance. If the position is not comparable to one covered by a collective bargaining agreement, then the benefits provided together with conditions of employment will be consistent with those provided Administrative staff (unrepresented), excluding those provisions referencing both time periods outside the specific term of the temporary appointment and tuition assistance.

The appointing resolution of the Board of Trustees will establish the term of employment, set the salary of the position for the period of employment, and shall impose any additional conditions of employment as may be required at the time of appointment.

All compensations and benefits of a temporary full time appointment shall cease and terminate on the expiration date of such appointment or an earlier termination of such appointment.

Consideration may be given to providing another temporary appointment dependent on (1) the continued need for the position and (2) the recommendation of the President. In the event the temporary appointee receives a consecutive appointment (temporary or regular), with such consecutive appointment to commence within three months or less, the President may: (1) agree to provide the appointee health insurance coverage participation during such interim period between appointments, and (2) permit the appointee to carry forward a maximum of ten sick leave days and five vacation leave days.

### **Grant-Supported Appointment**

A grant-supported full-time appointment is an appointment to a professional staff position created to perform grant-related activities as provided by the terms of such grant. Such an appointment shall be made by the Board of Trustees upon the recommendation of the President.

If the grant-supported appointment is to a position comparable to one covered by an existing collective bargaining agreement, then the benefits provided together with conditions of employment will be consistent with the respective agreement, excluding those provisions referencing both time periods outside the specific term of the grant-supported appointment and tuition assistance. If the position is not comparable to one covered by a collective bargaining agreement then the benefits provided together with conditions of employment will be consistent with those provided Administrative Staff (unrepresented), excluding those provisions referencing both time periods outside the specific term of the grant-supported appointment and tuition assistance.

The appointing resolution of the Board of Trustees will establish the term of employment, set the salary of the position for the period of employment, and shall impose any additional conditions of employment as may be required at the time of appointment.

Consideration may be given to the renewal of such an appointment dependent upon: (1) continuation of grant fund support, (2) continued need for the position, and (3) recommendation of the President. In the event the grant-supported appointee receives a consecutive appointment to the same grant supported position, the President may permit the appointee to carry forward sick leave days and vacation leave to a maximum of 90 days and 10 days respectively.

### **Temporary Assignment**

An individual currently serving in a full-time professional staff position may, with the consent of such staff member, be assigned additional or out of title set of responsibilities on a temporary basis. Such an assignment shall be made for a specific term of not more than twelve months. A temporary assignment may be:

- 1) a full-time assignment of the duties and responsibilities of another professional staff position;
- (2) a part-time assignment of the duties and responsibilities of another professional staff position subject to partial release of duties from such staff member full-time duties and responsibilities;
- (3) an assignment of a portion of the duties and responsibilities in addition to the full-time duties and responsibilities of such staff member.

A staff member accepting a temporary assignment shall continue to receive the base salary, benefits, and conditions of employment of the position to which such staff member was appointed. Additional conditions of employment and/or a temporary stipend during the assignment period shall be determined by the Board of Trustees.