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## Personnel Policies for Staff Members

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## Employment

### 24. Per Diem Positions

January 1, 2001

#### A. POLICY

It is the policy of the University to complement career and limited appointments with per diem appointments when necessary to maintain staffing levels for temporary and emergency periods in critical areas of University operations.

#### B. RESPONSIBILITY

Classification of per diem positions and "By Agreement" rates of pay for each per diem class shall be determined locally.

#### C. ELIGIBILITY

An individual is eligible for appointment to a per diem position when that individual meets the qualifications established for the parallel class used for career positions.

#### D. OVERTIME AND INSURED BENEFITS

**Overtime.** Overtime shall be compensated as provided in [Staff Policy 32](#). Because of hourly pay practices, an employee appointed to a per diem position in an exempt title shall be treated as a non-exempt employee subject to FLSA minimum wage and overtime provisions.

**Benefits.** An incumbent of a per diem position is normally excluded from participation in the group insurance and retirement programs sponsored by the University. (See the group insurance and retirement system regulations.)

#### E. PERSONNEL POLICIES

An incumbent of a per diem position is subject to the provisions of the following Staff Personnel Policies only:

- [12 Nondiscrimination in Employment](#)
- [31 Hours of Work](#)
- [32 Overtime](#)
- [36 Classification of Positions](#)
- [43 Leave of Absence](#) (an incumbent of a per diem

position may be eligible for pregnancy disability leave and family and medical leave under Staff Policy 43, Sections B and C.)

[45 Military Leave](#)

[46 Administrative Leave](#) (an incumbent of a per diem position is eligible for jury and witness duty under Staff Policy 46, Section C.)

[80 Staff Personnel Records](#)

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An incumbent of a per diem position holds neither a career nor a limited appointment. In addition, an individual may not simultaneously hold a per diem and a career, limited or floater appointment.

#### **F. SEPARATION**

Separation from a per diem position is effective upon oral notice of either the incumbent or the department head.

#### **G. SERVICE CREDIT**

University service in a per diem position is not qualifying service for the application of Personnel Policies, except as provided in [Staff Policy 22.B](#).

Applicability: All Staff Members except Senior Managers

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Last Modified Fri Jan 26 2007 08:31:26