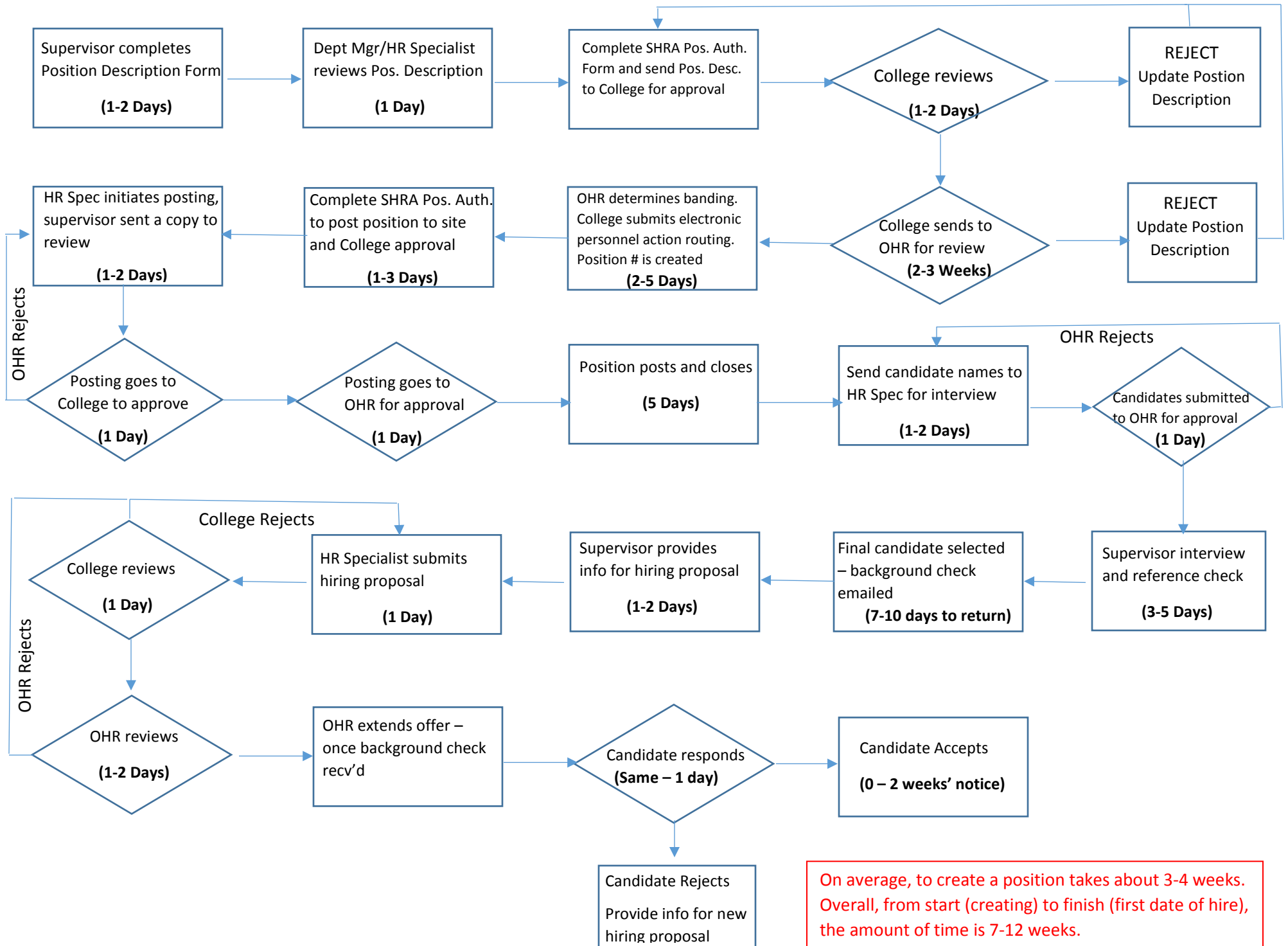


Process for Creating a Permanent or Time-Limited Staff Position



Frequently Asked Questions (FAQ)

Q: What are the differences between time-limited and permanent staff positions?

A: Time-limited positions are most often used when there are soft monies or grant monies to fund a position where there are no guarantees in the continuance of the funding source. Additionally, time-limited positions are frequently used when there is a project with a defined end date within three years. Time-Limited positions do pay out any accumulated leave earnings, but the individuals do not receive severance pay. Permanent positions are understood to be permanent. If funding is an issue, the individuals can still be terminated, however, the process is much lengthier, requires additional paperwork, and must receive approval from OHR. For labs creating positions with funding or have a specific project end date, it is recommended that a time-limited position is used.

Q: How long does it take to create a permanent or time-limited position? How long does it take to hire someone into the position?

A: On average it takes about 3-4 weeks for OHR to approve the creation of the position. This could take longer, it could take less. On average, overall it takes about 7 – 12 weeks from start (creating) to finish (first date of hire) to hire someone into the position. Again, this could be longer or it could be less.

Q: What are the differences between a one year time-limited position and a temporary position?

A: Temporary positions are paid an hourly rate and are typically for less than a year. Individuals in these positions do not receive benefits and they are not paid for holidays. Time-Limited positions are paid a fixed salary amount. They do receive benefits and are paid during the holidays.

Q: Once my time-limited position has reached my three year limit, how should I proceed?

A: There are two options. The first option is that the position can be made permanent. The second option is to create another time-limited position and start the hiring process all over again.

Q: If a time-limited position is created for a year and I decide that I would like to increase it for an additional year, do I need to create another position?

A: No. A request should be submitted to increase the position for an additional year. As long as the position does not exceed the three year max, it can continue to be increased.