

Nonpermanent Position Employee FAQs

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1. **What are the criteria used to determine if my position qualifies for a NPS or NPNS?**
 - a. A permanent employee is absent from the position
 - b. The employer is recruiting to fill a vacant position with a permanent appointment
 - c. The employer needs to address a short term immediate workload peak or other short term need
 - i. NOTE: When hired under reason c, if the short term workload peak or other short term need becomes ongoing and permanent in nature, the employer must take action to fill the position on a permanent basis.
 - d. The employer is not filling a position with a permanent appointment due to the impending or actual layoff of a permanent employee
 - e. The nature of the work is sporadic and does not fit a particular pattern.
2. **What is the difference between a NPS and NPNS position?**
 - a. Nonpermanent Scheduled (NPS) positions are established under reasons a-d (above) and have an established full-time equivalent (FTE). Pay and accruals are determined by this FTE.

- b. Nonpermanent Nonscheduled (NPNS) positions are established under reason e (above) when the nature of the work is sporadic and does not fit a particular pattern.
- 3. Will these positions receive step increases like other civil service positions?**
- a. At the 12 month appointment duration, the employee will receive a two-step increase based on the salary range for the classification.
- 4. Is there a limit to how long someone can be in a NPNS/NPS position?**
- a. Positions working on average 50% or more will be limited to max of 24 consecutive months in the same position and classification.
 - b. Positions working LESS than 50% will have a max of 24 consecutive months in the same position.
- 5. How can an employee hold a NPS position for longer than 24 months?**
- a. Scheduled OR nonscheduled positions can be rehired into a nonpermanent position under certain circumstances. See your HR Partner for details.
 - b. Things to consider:
 - i. For positions OVER 50%, after 24 consecutive months in one position there must at least 1 week break in service (for benefits reset and leave pay out).
 - ii. Position UNDER 50% will only require a new position but NOT a break in service.
 - iii. The individual may be hired into a new nonpermanent position if the scenario is appropriate, and the work is still considered NONpermanent. Consult HR Partner for details.
 - iv. Retirement benefit eligibility follows the person.
 - v. Health benefit eligibility follows the position.
- 6. Are these nonpermanent positions eligible for benefits?**
- a. If hired for less than six months, both position types will accrue annual leave, sick leave and a personal holiday based on their established FTE or hours report in any given month. NPS will receive paid holidays, NPNS will receive a holiday credit.
 - b. The same hours guidelines for medical and retirement benefits will apply as they did for timeslip position.
 - c. If hired for more than 6 months in their initial appointment, the position will be eligible for ALL benefits from day one.
- 7. What is holiday credit?**
- a. NPNS are entitled to the equivalent paid time off in the form of holiday credit for the holiday on a pro rata basis. The holiday credit will be proportionate to the number of hours in paid status in the same month of the holiday, excluding all holiday hours.
 - b. The holiday credit will accrue into a holiday bank at the end of each month in which a holiday falls.
 - i. For example, in the month of July, they will accrue their holiday credit balance as of August 1. The NPNS employee may then use the holiday credit as a time off as they desire.
- 8. What will happen to holiday credit not used by the end of the year?**
- a. Any remaining holiday credit balance will be paid out to the employee at the end of each calendar year.
- 9. Can a separating regular employee hold a NPS or NPNS position after their resignation date?**

- a. Yes. They must have a break in service if moving from a regular staff position to a NPS or NPNS position in order to allow for leave payout, usage, etc.
- b. Moving from a temporary hourly to a NPS or NPNS DOES NOT require a break in service.

10. Can a NPS or NPNS employee transfer to a regular AP, civil service or temporary faculty position?

- a. Yes, they can without an official break in service.
- b. Their annual leave and holiday credit WILL BE PAID OUT upon separation from their NPS or NPNS position. Their sick leave can be transferred to their new position.

11. Is a background check required?

- a. Only if the position will have authority over students or if the hiring supervisor requests one.

12. Is SMS compliance required?

- a. Only if the position will have authority over students.

13. Will these positions be eligible for overtime premium pay?

- a. Yes. All nonpermanent positions are overtime eligible. Any hours worked over 40 hours/week can be paid at a premium rate.

14. Are these positions eligible for compensatory time?

- a. No. Any time worked over 40 hours in a week must be paid as overtime.

15. Are these positions eligible for ANNUAL leave payout at the end of their appointment?

- a. Yes. Civil Service rules apply and unused annual leave is automatically paid out upon separation *IF the employee has completed 6 consecutive months of employment.*