

**Guidelines for Temporary, Intermittent and Per Diem Staff Appointments**

Employee Type	Definition	Benefits	Leaves	When to Use
Temporary	An employee who is appointed with a timebase for a specific period of time	<ul style="list-style-type: none"> <li>• Considered “eligible” for benefits only if the employee is appointed half-time or more for more than six (6) months</li> <li>• If not “eligible” for CalPERS benefits, employee is eligible for the Part Time, Seasonal, Temporary Employees Retirement Plan (PST)</li> </ul>	<ul style="list-style-type: none"> <li>• Vacation and sick leave accruals are earned and holiday time paid pro-rata, based upon timebase</li> <li>• Eligibility for other leave types may vary based upon duration of appointment</li> </ul>	<ul style="list-style-type: none"> <li>• When the employee is needed to work a regular schedule for a specific period of time.</li> </ul> <p>EXAMPLE: An Admin Analyst/ Specialist Exempt II is hired for a six month period to write the “The History of CSU, Long Beach” <u>or</u> a Painter is needed for a one month period to paint a series of classrooms <u>or</u> a licensed vocational nurse is appointed for a three month period to backfill for a full-time position occupied by an employee on an approved leave of absence</p>
Intermittent (“Limited Hourly” in the SETC contract)	An employee who is appointed for a specified period of time to perform work on an “as needed” hourly basis	<ul style="list-style-type: none"> <li>• Ineligible for benefits as employee has no assigned time base</li> <li>• Eligible for the Part-Time, Seasonal, Temporary Employees Retirement Plan (PST)</li> <li>• Time must be monitored: 125 days or 1,000 hours in a fiscal year requires CalPERS enrollment</li> </ul>	<ul style="list-style-type: none"> <li>• Vacation and sick leave credited and holiday time paid in accordance with <a href="#">HR/Leaves 2002-01</a></li> </ul>	<ul style="list-style-type: none"> <li>• When the appointment requires work to be performed on a sporadic, intermittent basis</li> <li>• Regarded as “positive pay” that requires a timesheet to be submitted for the payment to be keyed for that pay period.</li> <li>• The employee works as if part of an “on-call pool”</li> </ul> <p>EXAMPLE: Cooks and Food Service Workers who are hired to work a special event <u>or</u> clerical pool <u>or</u> Health Information Technicians hired to work at a special health care event at the campus</p>
Per Diem (CSUEU, Unit 2, Health Care Support only)	A type of hourly intermittent employee who is paid on a per diem salary rate which is a base hourly rate plus 29% - Per diem status applies to specific classifications in Health Care Support (Unit 2)	<ul style="list-style-type: none"> <li>• Ineligible for benefits</li> <li>• Not covered by Articles 14, 15, 16, 21 and 22</li> <li>• Eligible for retirement pursuant to Provision 21.37 (Part-Time Employees Retirement Plan)</li> </ul>	<ul style="list-style-type: none"> <li>• Not eligible</li> </ul>	<ul style="list-style-type: none"> <li>• The per diem rate is necessary to compete for short-term health care workers (see list of classes eligible for appointments to per diem classification code 7930, <a href="#">HR/Salary 2010-06</a>)</li> </ul> <p>EXAMPLE: A campus Student Health Center hires an LVN I to work in per diem status for one week to assist with the distribution of H1N1 vaccines</p>

Note: This document is intended for use by CSU staff, administrators and executives involved in HR functions. It is not intended to be a complete summary of all the provisions provided in the collective bargaining agreement (CBA) for each represented group. The information provided in this document is subject to change and is superseded by the appropriate collective bargaining agreement.