

Temporary appointments are an integral part of USF and many types of temporary employees are hired to perform vital functions on a short-term basis throughout the university. Temporary appointments may be either salaried or hourly and student or non-student. These appointments have a maximum duration of one year or less, though appointments may be extended annually.

Departments may initially elect to hire employees on temporary appointments for a variety of reasons. If an appointment is initially expected to last longer than one year, departments have the option of hiring an employee onto a regular position utilizing an appropriate Appointment Modifier or completing a temporary recruitment and later converting to a regular appointment if it becomes evident that the job duties are sustained, recurring work. This document outlines the requirements and procedures to complete a Temporary to Regular Appointment Status Change.

### Requirements

- Employee is on an active Temporary Non-Student appointment.
- Employee's current Temporary Non-Student appointment was part of a completed competitive recruitment or Targeted Recruitment; or the employee was hired as an on-going temporary employee prior to 2014.
- The regular appointment must reflect the same classification and duties performed by the Temporary Non-Student employee and must be in the same department.
- Employee must meet minimum qualifications for the classification of the regular appointment.

### Procedure

- Identify or create a vacant regular position for the appointment.
- Ensure the position description is accurate and up to date.
- Confirm that the employee's current duties are reflected in the position description.
- Duties should remain substantially the same.
- Increases in FTE from the Temporary to Regular appointment may allow for additional duties to be added, within the scope of the current classification of the appointment.
- Employee's pay rate should remain the same, unless internal pay equity concerns have been identified.
- Complete the [Classification/Compensation Request](#) Form.
- Email the completed and signed Classification/Compensation Request Form [classcomp@usf.edu](mailto:classcomp@usf.edu), the appropriate regional HR office, or Health HR.
- Upon approval, select and prepare the appropriate offer letter and obtain the employee's signature on the offer letter and the [Appointment Change Notification](#) form. Return the signed offer letter, the signed notification form and an Appointment Status Form to CHR, or your regional HR office, in order to complete the change in status.
- The Classification/Compensation team will notify CHR Services of the new status and request enrollment in the next new employee orientation session.