UtahStateUniversity

TEMPORARY / CONTINGENT UPON FUNDING POSITION PROCEDURES

Date: 8-22-18

TEMPORARY ("TEMP") POSITIONS

- If TEMP is designated on a new position request, Budget will change the Banner NBAPOSN budget type indicator to "Temporary" and enter the end date in Banner NBAPBUD.
- Advertising for TEMP positions MUST include that the position is temporary and its end date.
- TEMP positions cannot be replaced. If the original incumbent terminates and a replacement is needed, another new position request is required.
- All job titles of TEMP positions must begin with the word "temporary" or "visiting."
- Units should notify Budget to change the position end date for employees hired through policy 385 1.4 or 401 5.2 (3) if the employee is hired later than the start date on the new position request to reflect the 3-year temporary period of these positions.

CONTINGENT UPON FUNDING ("CUF") POSITIONS

- If CUF is designated on a new position request, Budget will change the Banner NBAPOSN budget type indicator to "Casual." This is the flag for CUF positions.
- Advertising for CUF positions MUST include the statement, Position Contingent Upon Funding. Any advertising for future replacements MUST also include this statement.
- Units should contact HR when an employee is to be terminated due to funding ending or lack of funding to determine if the employee is eligible for Reduction-in-Force status (Policy 398).
- When employees are terminated due to funding ending or lack of funding, the EPAF job change reason code should be "TF."
- Units should notify Budget to close positions when an employee has terminated due to funding ending or lack of funding.
- If ongoing funding is determined, units should notify Budget to change the Banner NBAPOSN budget type indicator to "Permanent."

REPORTING

- Budget will send out a quarterly report (JUL-OCT-JAN-APR) to each financial officer showing all TEMP and CUF positions and employees.
- TEMP positions ending in the next six months will be highlighted.