Background:

For the purposes of the Bulletin, the unclassified service is synonymous with the instructional staff. Positions in the instructional staff may, due to reclassification, be placed from time to time in the classified service. When an incumbent serving in such a position in the instructional service is appointed with continuous service to the classified service, he or she will generally fall within the benefit structure of the classified service. However, certain special circumstances as outlined below may apply.

Procedures For Instructional Staff Personnel:

An incumbent in a full-time instructional staff position whose job duties are determined by the Vice Chancellor to be appropriate to the classified service shall, as a result of appointment to that civil service position be eligible to retain the pension plan elected when originally appointed to the instructional staff, but other terms and conditions of employment including but not limited to legal holidays, annual and sick leave accrual rates, health benefit plan enrollment, union coverage, and welfare plan participation will conform to the terms and conditions of employment provided for the title in the classified service to which the employee is appointed. These employees will no longer be eligible for benefits provided by the PSC, one of which may be a retirement health benefit.

Employees being newly appointed to instructional staff positions for which there is a reasonable expectation of a future reclassification may be notified of that possibility prior to appointment and of the potential impact on their benefits.
Amendments of all benefit enrollments and other terms of appointment should be made upon appointment of the incumbent to the classified service. Appointment of incumbents who have continuous service in any University employment that began prior to July 1, 1985 shall not result in reduced annual and sick leave accrual rates below those to which they would have been eligible had all such service been in the classified service.

Appointment to the civil service position shall not occur until expiration of the instructional contract in force at the time of the identification of the position for reclassification or until resignation from the instructional staff position, whichever is sooner.

APPROVED

[Signature]

University Personnel Director