

## ANR - PER DIEM PROCEDURES

Per Diem appointments are established to supplement career and limited appointments on a pre-scheduled basis or as needed on a day-to-day basis when necessary to supplement appropriate staffing of the University.

Relevant Information: [Service Unit \(SX\) Contract - Article 28 - Positions/Appointments](#)

### Per Diem ANR Procedures

- Can be any percentage of time, for up to 8 months.
- After 8 months, there **must** be a 120 day break in service.
- After the break, if further per diem work is required, a new incumbent should be hired. Contact the SPU if there are questions about hiring a candidate for more than one season in a row.
- If a Per Diem employee works over 1000 hours they do not have property rights to the position but they are given full rights to the grievance policies under the SX contract.

#### **KEEP IN MIND**

##### **Career**

If this position will be annual and the same person will be rehired each year it may be a career (with possible furlough) hire.

##### **Limited Term**

If the position will be hired for less than 1000 hours, the position will be limited term.

### Allowable ANR Per Diem Titles

Title	Title Code	Unit
Laborer PD	8077	SX
Farm Seasonal Worker PD	8544	SX
Groundskeeper PD	8144	SX
Custodian PD	5100	SX
Custodian SR PD	5099	SX

### Hiring Procedures

1. Submit SPR and hiring request to [anrstaffpersonnel@ucanr.edu](mailto:anrstaffpersonnel@ucanr.edu)
2. Enter position description in CATS: <https://jobs.ucop.edu/hr>
3. Recruit for the position as per the recruitment checklist:  
<http://ucanr.edu/sites/ANRSPU/files/167655.pdf>
4. Hire the employee as per the usual process, but utilize the Per Diem Offer Letter Template language required, (do not use the limited term language).

**1. What is the benefit cost for a Per Diem employee?**

Attached here you will find the most up to date information available for composite benefit rates: [http://afs.ucdavis.edu/our\\_services/costing-policy-e-analysis/documents-folder-not\\_used\\_by\\_navigation/ANR-Composite-Benefit-Rates\\_Summary.xls](http://afs.ucdavis.edu/our_services/costing-policy-e-analysis/documents-folder-not_used_by_navigation/ANR-Composite-Benefit-Rates_Summary.xls)

**2. Do Per Diem employees automatically convert to career after 1000 hours?**

No, but a review of their Per Diem status may be done at the employee's request. If the services look to be stable and long term, and career position should be considered.

**3. Do Per Diem employees accrue sick leave?**

No.

**4. Are Per Diem employees eligible for UC provided insurance?**

No.

**5. Are Per Diem employees eligible for medical benefits?**

No.

**6. Are Per Diem employees eligible for retirement benefits?**

No.

**7. Do Per Diem employees accrue holiday pay?**

Yes, it is not considered a benefit or insurance. Holidays are paid depending on hours worked.

**8. Do Per Diem employees accrue overtime:**

Yes.

**9. Are Per Diem employees eligible for Family Medical Leave:**

Yes possibly, but it is highly dependent on the hours worked and the length of service. To be eligible for FMLA an employee must have at least 12 months of service and 1250 hours worked. To be CFRA eligible, an employee need only be employed and pregnant.

**10. Can we convert a Per Diem employee to career if we determine a career need for this position?**

Yes, it is possible, however a review and appointment change request is necessary.