RBHS FACULTY PER-DIEM REAPPOINTMENT PROCESS

Revised: January 27, 2021

Purpose: The purpose of this document is to map out the workflow for Per-Diem Faculty reappointments. This includes steps taken in UHR, RBHS Schools and RBHS Faculty Affairs. Per-Diem reappointments are on a rolling reappointment schedule. Please note, this does not apply to schools, institutes or centers who enter their own Human Resources data into PeopleSoft.

Per Diem appointments are for a maximum of 365 days. After that period, an individual needs to be reappointed or terminated according to the process described below. Reappointments should be submitted in advance of the appointment end date with a future start date. For example, if a Per-Diem Faculty appointment is ending on 06/30/18 and the faculty member is not teaching or working again until 09/01/18, they can be reappointed with the start date of 09/01/18. The Faculty Coordinator can send this to be processed between 2-16 weeks before the end date, to ensure timely processing. Terminations should also be submitted in advance of the appointment end date.

Steps:

1. The UHR HCM Preparers will send monthly spreadsheets of Per-Diem Faculty with appointments expiring during the following three-month period to the RBHS School Faculty Affairs Offices with a copy to RBHS Faculty Affairs.
2. School Faculty Affairs Coordinators will:
   a. Verify the current data.
      - For faculty being reappointed with all the same terms aside from dates, the Coordinator will attach the original Offer Letter initialed and dated (digitally or manually) on the bottom to indicate the hiring department/division’s confirmation of reappointment. (see grid below)
      - If assignment is changing, the Coordinator will provide the appropriate materials based on the type of change:
         - Changes to the hourly rate, salary and/or job code, require only a new Offer/Reappointment letter with all relevant details
         - If the change is from a Class 4 to 8 or a Class 8 to 4, the following materials must be provided to the HCM Preparer. These materials must be provided simultaneously.
           - An EPAF to terminate the current employee class
           - New offer letter for the new employee class
           - Approved FTF by RBHS Faculty Affairs
           - BGI Waiver Letter
         - The HCM preparer will provide these materials Karla Marie Anderson for manual entry processing.
         - If this change is from a Class 1 to a Class 4 or 8, the current process, please follow the process in the Requirements for Faculty Actions Chart.
   b. If terminating, submit an EPAF to HCM Preparer and upload into Perceptive Content (for information only)
   c. Until further notice, an ERF must be submitted for the appointment and/or reappointment for all Class 4 Per Diem faculty. An ERF is not required for Class 8 teaching per diems.
3. School Faculty Affairs Coordinators should submit the supporting documents to their UHR HCM Preparer via email with a separate attachment for each individual.

4. The HCM Preparer will process the reappointment in PeopleSoft and will email confirmation of completion to the School Faculty Affairs Office.

   Once the School Faculty Affairs Coordinator receives the completion email, they will update the new length of term start and end dates in the Faculty Information System (FIS). Schools may submit FIS updates via spreadsheet to RBHS Faculty Affairs if there are numerous updates.

5. If UHR does not receive any of the materials noted in two (2) above by the appointment end date, those faculty will be flagged in the monthly report and note placed in the body of the email to the School Faculty Affairs Office, with the cc to RBHS Faculty Affairs.

Notes:

a. As long as an employee is not terminated from PeopleSoft, a new I-9 will not need to be completed. For example, if a Per-Diem Faculty appointment is ending on 06/30/18 and the faculty member is not teaching or working again until 09/01/18, they can be reappointed with the start date of 09/01/18 as long as the appointment is extended prior to 6/30/2018, this will not be considered a break in service and a new I-9 will not need to be completed. **All breaks in service will require a new I-9.**

b. If a Class 8-Teaching assignment has ended, a change to a Class 4-Hourly assignment should be considered in between teaching assignments.

c. Background checks do not need to be reprocessed for a change in class assignment. If a faculty member is terminated with an EPAF and later rehired within a one year period, a new background check need not be completed. **If the faculty member is re-hired after one year, then a new background check will be required.**

Related Documents:

1) [Per Diem Offer Letter Template](#)
2) [BGI Waiver Letter Template](#)

Sample Grid:

<table>
<thead>
<tr>
<th>Per Diem Reappointment Grid</th>
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<tbody>
<tr>
<td>Start Date</td>
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