HUMAN RESOURCES

REGULAR TO ON-CALL OR TEMPORARY

Moving from a regular position to an on-call/temporary position does not allow a salary change or change in position title. The hourly rate the employee is paid will remain the same. Temporary positions cannot exceed 12 months.

Employee Name: Banner ID: Department:

Position Title: Hourly Rate:

Current Job Information

E-Class Code/Description: Select Org Code:

Position Number and Suffix:

Proposed Job Information

Personnel Start Date: Temporary Position End Date: Org Code:

E-Class Code/Description: Select Position Number and Suffix: Appt. %:

Supervisor's Name: Supervisor's Banner ID:

Leave Usage if not moving to another benefits eligible position

Leave Used Since Last Pay Period (Exempt Only): Annual: Sick:

Reason for Change

Retirement & Benefits Information Related to Changing from Regular to On-Call/Temporary Status

As an on-call/temporary employee, the department can terminate the assignment at any time, with no notice.

This is a voluntary action for the employee and changing from a regular to an on-call/temporary status may result in a change to the following:

- FLSA status
- pay schedule
- benefits
- ERB contributions - On-call/temporary employees with an FTE .26 or above will result in the employee making contributions to New Mexico Educational Retirement Fund.

The following UAPs provide more information on the topics identified above:

- UAP 3200: Employee Classification
- UAP 3400-3445: Leave Policies
- UAP 3600-3650: Benefits Policies

The employee has been advised to contact his/her Human Resources Consultant and/or Human Resources Benefits Office to discuss additional questions/concerns.

Approvals ***Return form to your HR Consultant***

Employee's Signature *Supervisor's Signature* *Department Authority's Signature*

Human Resources