

## Monitoring/Compliance of Class 3 and Class 4 Appointments

While it is the responsibility of hiring units to comply with the *Class 3 and Class 4 Employment Policy*, University Human Resources will monitor the appointment length and hours allowable for Class 3 and Class 4 appointments.

Class 3 Short-term Temporary	Class 4 Casual	Class 4 Seasonal
<p>Class 3 employees may be appointed for up to one (1) year at a time, and are eligible for reappointment for up to one (1) additional year. Class 3 appointments have a maximum service limit of twenty-four (24) months including breaks in Rutgers service of less than six (6) months.</p> <p>UHR will monitor the appointment length of Class 3 Short-term Temporary employees.</p>	<p>Class 4 Casual employees must work an average of less than twenty (20) hours per week.</p> <p>UHR will monitor hours worked by casual appointees on a quarterly basis. Employees whose hours worked average 20 or more per workweek in any given quarter will automatically be converted to Class 3 employees for the remainder of their current appointment; and the hiring unit will be responsible for the applicable fringe benefit rate.</p> <p>Class 4 Casual employees may be appointed for up to one (1) year at a time, and may be reappointed year to year. UHR will also monitor the appointment length of Class 4 Casual employees.</p>	<p>Class 4 Seasonal employees may be appointed for up to a six (6) month period, and may be reappointed as long as there is a break in Rutgers service of at least three (3) continuous months.</p> <p>While Class 4 Seasonal employees are not restricted in the number of hours worked per week, UHR will monitor the appointment length of Class 4 Seasonal employees to ensure that the maximum six (6) month appointment limitation is adhered to.</p>
<p><b>All temporary employees are limited to one university appointment at a time.</b></p>		