

## SECTION 5

### UNCLASSIFIED STAFF TITLES AND CODES

In preparing Form 2A, use titles from the System Title Code List found at <http://www.uwsa.edu/hr/upgs/upg01a2.pdf> when (a) entering new unclassified staff positions, and (b) changing existing titles to reflect promotion or other changes of status.

The first five characters of the title code consist of the function, prefix and scope for each title:

#### Function-Prefix and Scope Definitions

Function: 3 character alphanumeric code - the function code includes an alpha letter in the first position followed by two numbers.

Prefix: 1 character alphabetic code:

- A = Distinguished
- B = Senior
- D = (Absence of prefix modifier)
- F = Associate
- L = Assistant
- N = Not Applicable

Scope: 1 character alphabetic code

- L = Large
- M = Medium
- S = Small
- N = Not Applicable

To identify categories of appointments in budget and personnel files, the title code includes a sixth position as an alphabetic "status modifier":

<u>FACULTY</u>	<u>LIMITED STAFF</u>	<u>ACADEMIC STAFF</u>	<u>OTHER</u>
T - Tenure	L - Limited	D - Short Term	S - Student
P - Probationary	Q - Acting	F - Fixed Term	E - Employee in Training
A - Affiliate	R - Emeritus	G - Re-employed Annuitants	X - Honorary Fellow
B - Collaborative		Z - Indefinite Term	
		R - Emeritus	
		N - Probationary	

PLEASE NOTE: Beginning in 1996-97, appointment length and continuity status codes will no longer be used for budget purposes. This information will continue to be necessary for payroll purposes.

### Appointment Length and Continuity Status

The seventh through eleventh positions are used for the "sub-modifier" which identifies the appointment length and continuity status of fixed term (F) and short term (D) appointments only:

#### Appointment Length:

Defined as the specific period of time stated for the length of the fixed term, rolling horizon or back-up appointment to which it applies.

- 0.5 = 6 months
- 1.0 = 1 year
- 2.0 = 2 years
- 3.0 = 3 years
- 4.0 = 4 years
- 5.0 = 5 years

Continuity Status: Defined as the type and continuity of the appointment.

- 02 = Fixed term, terminal contract. The appointment is for a finite length of time and there is no expectation of renewal.
- 03 = Fixed term, renewal intended contract. The appointment is for a finite length of time and renewal is intended.
- 06 = Rolling horizon. The appointment is for a guaranteed length of time based on annual reappointment.
- 08 = Rolling horizon, termination at horizon. The incumbent has been notified that this rolling horizon appointment will be terminated at the horizon date.

NOTE: Rolling horizon appointments (continuity status = 06 or 08) are valid for 2 or more years only (appointment length = 2.0, 3.0, 4.0 or 5.0).