

Beginning and Ending Dates of Appointment

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I. **Date of Appointment**

The effective date of employment of new personnel shall normally be the first day of work. Employees may not be appointed on a holiday, Saturday or Sunday except under the following circumstances:

- A. Appointments that will affect continuous employment with the University or a direct transfer from another State of Texas agency.
- B. Appointments to positions, which require the new employee actually to begin work on a holiday, Saturday or Sunday.
- C. Appointments to monthly salaried positions which are effective on the first day of the fiscal year or on the first day of the calendar month either of which falls on a holiday, Saturday or Sunday, provided that the appointment requires performance by the employee of all of the customary duties of the job for all of the official working days of the month in which the employment is to begin.

II. **Ending Date of Appointment**

All faculty and student appointments will normally carry an ending date effective on, or before, the end of the academic semester for which they were hired; or the end of the fiscal year in which the appointment is being made. The ending date of appointment may be determined by the expiration date of a grant or contract if the employee is paid from such sources of funds or it may be determined by the period of time the employee has agreed to work.

III. **Date of Termination**

- A. An employee who has performed all of the customary duties of the job for all of his/her scheduled working days during the month shall receive full pay for the month. In such cases, where the last calendar day of the month is not a usual working day (weekend or holiday) the payroll removal date shall be the last calendar day of the month. Otherwise, the last day worked will be the date of separation.
 - 1. The ending date of an appointment or the date on which an appointment is terminated may include a holiday, Saturday, or Sunday which immediately follows the last day of work (except when the holiday, Saturday, or Sunday is the first day of a new calendar month).
 - 2. The ending date of an appointment may not include vacation leave entitlement in lieu of lump sum leave payment.
- B. If an employee has taken either vacation or sick leave in excess of the amount earned, the date of removal from payroll will not be affected. The Payroll Voucher or the electronic document, Hourly Payment Voucher, will be processed to reflect any unearned leave taken which will reduce the employee's final paycheck.

The employee may issue the University a personal check or sign a Power of Attorney (TRS 169) authorizing Teacher Retirement System to forward the refund check directly to the University. The Business Office will in turn deduct the amount in question from the refund check and reissue the employee a University check for the balance.

- C. A terminating employee is due lump sum payment for earned vacation leave not taken providing employment has been continuous for six months in a vacation leave accruing status.

IV. **Unbroken Service**

The following conditions will not constitute a break in an employee's continuity of employment.

- A. Termination followed by immediate reappointment without loss of payroll time.
- B. Termination to enter military service followed by reappointment within ninety days after honorable discharge or release from military service.
- C. Transfer of the employee, without loss of payroll time, within the University, The University of Texas System or from another State agency.
- D. Being placed in a leave without pay status.

V. **Broken Service**

The following conditions will constitute a break in the employee's continuity of service.

- A. Termination followed by a loss of payroll time before reappointment with the University, any component institution of The University of Texas System, another state supported college or university, or other state agency; or
- B. Termination to enter military service and failure to request reappointment within ninety days of honorable discharge or release from military service.
- C. Failure to be reappointed in succeeding years to a twelve month position on the University payroll.
- D. Transfer of the employee between component institutions of The University of Texas System, other State supported colleges or universities, or other State departments or agencies where there is a loss of payroll time between the employee's resignation and reappointment.