07-01.41 – CONTINGENT II EMPLOYEE CONVERSIONS TO REGULAR EMPLOYEE STATUS

I. Policy Statement

This policy provides direction when converting a Contingent Category II employee to Regular employee status, pursuant to the University System of Maryland Policy and Towson University’s Policy on Contingent Status Employment for Non-exempt and Exempt Employees (07-01.43).

II. Definitions

A. Staff Employee - a non-faculty individual employed by Towson University (the “University”) in a regular and/or contingent capacity, and based on the Fair Labor Standards Act (FLSA), is either exempt or non-exempt.

B. Regular Status – status of an employee who holds any position that is established as a budget line item, appears in the personnel detail of an institution’s budget, and maintains a State Authorized Position (SAP). Regular Status employees are eligible for all benefits offered by the USM, based on percentage of time worked.

C. Contingent Category II Status Employee - an employee who (1) has a written employment agreement (contract) that is for more than six months, but no more than twelve consecutive months; (2) is on a full-time basis or on a part-time basis of 50% or more of full-time employment; and (3) is hired through a competitive recruitment and selection.

III. Responsible Executive and Office

Responsible Executive: Vice President for Legal Affairs & Human Resources and General Counsel

Responsible Office: Office of Human Resources

IV. Entities Affected by this Policy: Contingent Category II Staff Employees.
V. Procedures

A. Projected conversions may be restricted, delayed, and/or ceased for budgetary reasons or if a position is abolished. The Office of Human Resources (OHR) and/or the University Budget Office will communicate details pertaining to any such action.

B. The OHR is responsible for maintaining and annually updating the list of all Contingent Category II (CC II) employees eligible for conversion to Regular Status. Employees eligible for conversion are those that have completed three years of consecutive/continuous service at the University and who remain employed by the University in a CC II status, subject to all the policies and procedures applicable to regular employees. Employees not eligible for conversion include those that fail to meet standards on their performance evaluation, positions that have been abolished, positions are funded through a Research/Service Grant(s) and/or Contract(s), athletic coaches, employees on internships, and/or those who have chosen not to be converted.

C. The OHR shall facilitate the conversion process. Approvals from the University Budget Office and Divisional Vice President and/or Provost are required.

D. A CC II status employee shall complete a contingent timesheet through the final day of their contingent employment. The OHR will work with the University Payroll Office to change the employment status and generate a Regular Status timesheet.

E. Employees being converted are required to attend a new hire session to complete employment paperwork and to make benefits selections.

F. A CC II status employee who is converted to Regular Status without a break in service will receive University service credit for leave earnings for the time served in the CC II status and retain leave balances. This does not apply to any retirement rights.

G. A CC II status employee who is converted to Regular Status is not entitled to salary credit for time served in CC II status.

H. All converted employees will serve a probationary period at the time of conversion, less time served as a CC II employee in the same classification.

I. Regular non-exempt employees shall be paid a 2.5% probationary increase after successfully completing probation. Employees serving the equivalent of the probationary period prior to conversion shall be paid the probationary increase at the time of conversion.

Related Policies:

USM Policy on Contingent Employment for Nonexempt and Exempt Employees (VII-1.40)
University Policy on Probation for Regular Non-exempt Employees (07-01.21)
University Policy on Separations for Contingent Employees (07-01.42)

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