Types of Staff Appointments

(supplements SAM 02.A.34)

1. The University of Houston-Clear Lake (“UHCL”) adopts the policy and provisions of the System Administrative Memorandum (“SAM”) 02.A.34
2. The following procedures will be followed at UHCL to ensure that staff employees are compensated appropriately.
3. When entering assignments into the payroll system, staff must verify that the individual is not placed in multiple positions that would exceed 1.0 FTE. However, there may be times when it is necessary for an employee’s assignments to exceed 1.0 FTE. In these incidents whereby an individual is placed in assignments that exceed 1.0 FTE, the payroll office will seek approval from the executive director of human resources and affirmative action. The overtime provisions of the Fair Labor Standards Act of 1938 (FLSA) will be determined by combining all assignments for individuals who are non-exempt.
4. Regardless of FLSA status, employees should not be placed in assignments that would exceed 1.5 FTE at any time.
5. The benefits coordinator will input all new benefits eligible employees into the payroll system and establish benefit program appropriate to the assignments. In addition, assurance will be made that the employees who are in multiple assignments with the UHS, do not accrue benefits in excess of 1.0 FTE.

Each component campus will ensure that employees with assignments at the respective campus is compensated properly. This will be accomplished at UHCL by verifying the trial and final payroll reports.