

# Limited-Term Position

## FAQs

### 1) What is a limited-term position?

- a. A limited-term full-time position is a full-time position created to hire employees to work for a limited period of time (special projects with temporary funding), for up to, but not exceeding more than 60 months. These positions can be extended if approved by an Executive Officer through the PMF process. These employees enjoy the same benefits, rights, and privileges as full-time employees, the only difference is that their employment is for a limited time span.

### 2) How does a limited-term differ from a permanent or a pooled position?

- a. Permanent positions have no expiration date and can have various sources of funding
- b. Pooled positions or temporary positions, have no University benefits and cannot exceed work hours greater than 900 hrs. per year. These positions are intended to address short-term needs. These positions can have various sources of funding.

### 3) How are limited-term positions funded?

- a. These positions are primarily funded by grants/restricted funding

### 4) What is the time commitment, and how is it determined?

- a. The unit determines the amount of time needed for the position; however, limited-term positions do not exceed 60 mos.

### 5) What is the approval process for a limited-term position?

- a. The approval process for a limited-term position is the same as for regular positions. Business Managers should begin the approval process with their Dean/VP and then submit through the normal PMF process. During this process, final approval will be requested from the department's Executive Officer.

### 6) Who is my point of contact regarding questions for limited-term positions?

- a. Your HRC should be your first point of contact
- b. Human Resources or the Budget Office can also answer questions

### 7) If my funding is extended, how do I extend the time commitment?

- a. The business manager will need to submit another SPMF for a time extension, which will require Executive Officer approval.

### 8) How are limited-term positions terminated?

The business manager will need to submit a separation form in the Personnel Actions App.

**9) Can I use my limited-term position to create a permanent position?**

- a. Converting a limited-term position to permanent is considered a new headcount. The SPMF will need to be submitted to [CompTeam@nd.edu](mailto:CompTeam@nd.edu) for review, and this will require Executive Officer approval.

**10) Do limited-term employees get the same benefits as permanent?**

- a. Full-time limited-term employees are eligible for the same benefits as permanent employees.

**11) Will limited-term candidates know they are hired as limited-term?**

- a. Yes, the information that is provided and shared with the new limited-term employee does indicate the position as a limited-term position. This information needs to be on both the Job Posting as well as the offer letter.

**12) If a limited-term employee ends his/her employment before the term is over, can I hire another person in the same position number for the remainder of the allotted time?**

- a. Yes, you may hire someone to complete the time remaining should someone quit before the term is completed.

**13) What is the process for ending the job on a limited-term position that is about to expire?**

- a. If a limited-term position is ending and not being extended, the employee should be notified 30 days in advance. Departments should reach out to their HRC if they have concerns with the separation process.

If needs have changed and the department wishes to extend the length of the limited-term position, they will need to resubmit through the standard PMF process and receive new Executive Officer approval.

**14) Is there a way to track the end dates for my limited-term positions?**

- a. Business managers will receive an automated report on the first of each month that lists all limited-term positions sorted by the nearest termination date first.