

**FNTFO Position Procedure**

Position Numbers:

**Adjunct Level 1**

All Current “J” position numbers will continue to be used.

The PAF will have a drop down box to indicate if an employee will be classified as FNTFO Union – Level 1.

*NBAJOBS*

Job Begin Date (ex. 01-JUL-2000):  Job End Date (ex. 01-JUL-2000):  Job FTE:

Job Type: **Primary** Semester Salary: \$  Job Title: **Adjunct Faculty-1 Semester PT**

Job Change Reason: **RH001** – Re-hire Timekeeping location\*:

<b>Union/Non Union Designation</b> Division: <b>FNTFO - Level 1</b> <input type="checkbox"/> *If FNTFO is indicated, complete <i>PEABARG</i> section  <i>PEABARG</i> Bargaining Unit: <b>FNTFO</b> Seniority Date (ex. 01-JUL-2000): <input type="text"/>
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**LABOR DISTRIBUTION** (if additional lines needed, add to Comments):

Index	Fund	Org	Account	Program	%
<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>6310</b>	<input type="text"/>	<input type="text"/>

The PAF will have a Union/Non Union Designation section which must be completed per the instructions.

**One Year Temporary Faculty**

Faculty who are hired for a one academic year or one calendar year will have position numbers set up as follows:

**Non Union Positions:**

F31xxx-F31999 Non Union 9-Month Assignment

F41xxx-F41999 Non Union 12-Month Assignment

\*NOTE: All non –union positions will have third number as “1”.

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**FNTFO Level 2 Positions:**

F32xxx – F32999 FNTFO Level 2 – 9 Month Assignment

F42xxx – F42999 FNTFO Level 2 – 12 Month Assignment

All position numbers for level 2 can be requested by contacting Position Control (Charlotte Bongard). You will not be required to go through the PeopleAdmin system to acquire a position number for this level.

\*NOTE: All FNTFO Level 2 positions will have third number as “2”.

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### **FNTFO Level 3 Positions:**

F3xxx – F3999 FNTFO Level 3 – 9 Month Assignment

F4xxx – F4999 FNTFO Level 3 – 12 Month Assignment

All position numbers for level 3 will be required to be requested through PeopleAdmin. Because this level position will require posting, the position number, description, etc will need to be input into PeopleAdmin. Departments will need to put “Assign FNTFO Level 3” .

\*NOTE: All FNTFO Level 3 positions will have third number as “3” .

### **Instructions for Verification**

All colleges will receive an adjunct (J’s) report the 10<sup>th</sup> day of the semester. The colleges will have 2 business days to review, verify adjunct status (union or non union) and return to the Office of Human Resources.

Per FNTFO contract, the Office of Human Resources is required to send a report to the union by the 15<sup>th</sup> day of the semester indicating membership. Thus, the review of information by the departments is critical for accuracy of this designation.

### **Current Position Number Changes**

If your department is currently utilizing F3 and F4 position numbers. Please review the sheet from HR indicating who was last in the position. The information is from Spring 2012. If the person you will be rehiring in the same position number is not going to be a level 2 you will need to contact Position Control to obtain a new position number relevant to Level 3.

### **Current Updates to Position Numbers for F3 & F4 positions**

Per College, each position and the employee assigned to that position number will be identified and the college will make a decision as to what how they are proceeding with Fall 2012. If the position number will no longer be valid for the employee, then position control will need to be contacted to assign a new number.

Example: John Smith F32546 (Spring 2012 Semester)

If John is going to be re-hired and classified as a level 3, the department must now request a new position number for John as the current position number represents a level 2 position.

If John is classified as a Level 2 then he can remain in the position number originally assigned.