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Position Type Quick Reference Matrix

This matrix illustrates the state- and University-sponsored programs for which a faculty or staff member in a certain position type may be eligible. A ✓ identifies programs for which an employee in the indicated position type might be eligible, while an x indicates ineligibility. Eligibility is not solely determined by position type. Faculty and staff members must adhere to all program terms and conditions. This matrix assumes the faculty or staff member occupies a position with 30 or more standard hours per week.

Topic	STAFF: Full-Time Equivalent (FTE)	FACULTY: Full-Time Equivalent (FTE)	STAFF: Time- Limited (TLP) & Temporary Grant (TGP)	STAFF: Temporary (TMP)	FACULTY: Time- Limited (TLP) & Temporary Grant (TGP)	FACULTY: Temporary (TMP)
Benefits Programs						
State Health Insurance Package	✓	✓	✓	✓	✓	✓
Non-State Insurance Package	✓	✓	✓	✓	✓	✓
State Retiree Insurance Package	✓	✓	✓	x	✓	x
State Retirement Plans	✓	✓	✓	✓	✓	✓
Supplemental Retirement Programs	✓	✓	✓	✓	✓	✓
Annual Leave	✓	12-month: ✓ 9-month: x	TLP: ✓ TGP: x	x	✓ only12- mo TLPs	x
Annual Leave Payout	✓	✓	TLP: ✓ TGP: x	x	✓ only12- mo TLPs	x
Bonus Annual Leave Accruals	✓	✓	x	x	x	x
Possible Use of Annual Leave Payment in Retirement Benefit Estimate	✓	✓	TLP: ✓ TGP: x	x	✓ only12-mo TLPs	x

Office of Human Resources - Position Type Guidance for Faculty and Staff

Topic	STAFF: Full-Time Equivalent (FTE)	FACULTY: Full-Time Equivalent (FTE)	STAFF: Time- Limited (TLP) & Temporary Grant (TGP)	STAFF: Temporary (TMP)	FACULTY: Time- Limited (TLP) & Temporary Grant (TGP)	FACULTY: Temporary (TMP)
Requesting the Use of More Than 30 Days of Annual Leave in Calendar Year	✓	✓	X	X	X	X
Sick Leave	✓	✓	TLP: ✓ TGP: X	X	TLP: ✓ TGP: X	X
Sick Leave Payout	X	X	X	X	X	X
Family Sick Leave	✓	✓	TLP: ✓ TGP: X	X	TLP: ✓ TGP: X	X
Possible Use of Sick Leave Balance in Retirement Benefit Estimate	✓	✓	TLP: ✓ TGP: X	X	TLP: ✓ TGP: X	X
Grant Personal Leave	X	X	TLP: X TGP: ✓	X	TLP: X TGP: ✓	X
Grant Personal Leave Payout	X	X	TLP: X TGP: ✓	X	TLP: X TGP: ✓	X
Possible Use of Grant Personal Leave Balance in Retirement Benefit Estimate	X	X	X	X	X	X
Leave Transfer Program (Leave Pool)	✓	✓	TLP: ✓ TGP: X	X	TLP: ✓ TGP: X	X
Paid University Holidays	✓	12-mo: ✓ 9-mo: Follow Academic Calendar	✓	X	12-mo: ✓ 9-mo: Follow Academic Calendar	12-mo: ✓ 9-mo: Follow Academic Calendar
Paid Optional Holiday	✓	12-mo: ✓ 9-mo: X	✓	X	12-mo: ✓ 9-mo: X	X
Family Medical Leave Act (FMLA)	✓	✓	✓	✓	✓	✓
Other Leave Programs	✓	✓	✓	✓	✓	✓
Employee Assistance Program	✓	✓	✓	✓	✓	✓
Employee Tuition Assistance	✓	✓	✓	X	✓	X
Voluntary Incentive Programs	✓	✓	X	X	X	X
PerksCard	✓	✓	✓	✓	✓	✓
TicketsatWork	✓	✓	✓	✓	✓	✓

Office of Human Resources - Position Type Guidance for Faculty and Staff

Topic	STAFF: Full-Time Equivalent (FTE)	FACULTY: Full-Time Equivalent (FTE)	STAFF: Time- Limited (TLP) & Temporary Grant (TGP)	STAFF: Temporary (TMP)	FACULTY: Time- Limited (TLP) & Temporary Grant (TGP)	FACULTY: Temporary (TMP)
Earned Service						
State Retirement Earned Service	✓	✓	✓	✓	✓	✓
Earned State Service	✓	✓	X	X	X	X
Compensation						
State Mandated Increases	✓	✓	X	X	X	X
Performance Bonuses	✓	✓	✓	X	✓	X
Incentive Bonuses	✓	✓	✓	X	✓	X
Performance Increases	✓	✓	✓	✓	✓	✓
Award Programs	✓	✓	✓	X	✓	X
Overtime/Compensatory Time for Nonexempt Employees	✓	✓	✓	✓	✓	✓
Performance Management, Discipline, and Grievance						
Performance Management	✓	✓	optional	optional	optional	optional
Discipline	✓	✓	✓	✓	✓	✓
Grievance	✓	✓	X	X	X	X
Reduction in Force	✓	X	X	X	X	X
Workers' Compensation	✓	✓	✓	✓	✓	✓



Position Type Guidance for Employees

Transitioning Between Positions

Transitioning from a Temporary Position (TMP) to a Time-Limited Position (TLP)*

This document illustrates which state- and University-sponsored programs an employee in a Temporary Position (TMP) will or will not keep when transitioning to a Time-Limited Position (TLP). A ✓ will identify programs for which the employee might be eligible if they hold the position stated, while an x indicates ineligibility. Eligibility is not solely determined by position type. Faculty and staff must adhere to all program terms and conditions. This document assumes the faculty or staff member transitioning between positions is and will remain in a position with 30 or more weekly standard hours and transfers with no break in service. Each employee’s individual benefit details are available on their personalized benefits webpage:

<https://www.clemson.edu/human-resources/benefits/new-hire/index.html>.

Benefit Program	Temporary (TMP)	During the Transition	Time-Limited (TLP)
State Health Insurance Package	✓	✓ No break in coverage if enrolled	✓
Non-State Insurance Programs	✓	✓ No break in coverage if enrolled	✓
State Retiree Insurance Package	✓	✓	✓
State Retirement Plans	✓	✓ Remains in current plan	✓
State Retirement Earned Service	✓	✓	✓
Supplemental Retirement Programs	✓	✓	✓
Annual Leave	X	X	✓ 12-month appointments
Annual Leave Payout	X	X	✓
Bonus Annual Leave Accruals	X	X	X
Annual Leave Over 30 Days	X	X	X
Sick Leave	X	X	✓
Sick Leave Payout	X	X	X
Family Sick Leave	X	X	✓
Leave Transfer (Pool) Program	X	X	✓

Office of Human Resources - Position Type Guidance for Faculty and Staff

Paid University Holidays	X	✓	✓ 12-month appointments
Family Medical Leave Act (FMLA)	✓	✓	✓
Other Leave Programs	X	✓	✓ conditions apply
Employee Assistance Program	✓	✓	✓
Employee Tuition Assistance Program	X	✓	✓
Voluntary Incentive Programs	X	✓	X
PerksCard	✓	✓	✓
TicketsatWork	✓	✓	✓
Earned State Service	X	✓	X
Compensation	Temporary (TMP)	During the Transition	Time-Limited (TLP)
State Mandated Increases	X	✓	X
Annual Compensation Plan	X unless an exception is approved	✓	✓ If approved in annual compensation plan
Incentive Bonus	✓ If approved in annual compensation plan	✓	✓ If approved in annual compensation plan
Performance Increase	✓ If approved in annual compensation plan	✓	✓ If approved in annual compensation plan
Award Programs	X unless an exception is approved	✓	✓
Overtime	✓	✓	✓
Performance Management, Discipline and Grievance	Temporary (TMP)	During the Transition	Time-Limited (TLP)
Performance Management	✓ Highly recommended; not required	✓	✓ Highly recommended; not required
Discipline	✓	✓	✓
Grievance	X	✓	X
Reduction in Force	X	✓	X

* The TLP column may be used as a reference for temporary grant positions (TGPs) in all areas except leave benefits: TGPs accrue only grant personal and are not eligible to participate in the University's Leave Transfer (Pool) Program.



Position Type Guidance for Employees

Transitioning Between Positions

Transitioning from a Time-Limited Position (TLP)* to a Full-Time Equivalent (FTE) position

This document illustrates which state- and University-sponsored programs an employee in a Time-Limited Position (TLP) will or will not keep when transitioning to a Full-Time Equivalent (FTE) position. A ✓ will identify programs for which the employee might be eligible if they hold the position stated, while an x indicates ineligibility. Eligibility is not solely determined by position type. Faculty and staff must adhere to all program terms and conditions. This document assumes the faculty or staff member transitioning between positions is and will remain in a position with 30 or more weekly standard hours and transfers with no break in service. Each employee’s individual benefit details are available on their personalized benefits webpage:

<https://www.clemson.edu/human-resources/benefits/new-hire/index.html>.

Benefit Program	Time-Limited (TLP)	During the Transition	Full-Time Equivalent (FTE)
State Insurance Health Package	✓	✓ No break in coverage if enrolled	✓
Non-State Insurance Programs	✓	✓ No break in coverage if enrolled	✓
State Retiree Insurance Package	✓	✓	✓
State Retirement Plans	✓	✓ Can elect new plan	✓
State Retirement Earned Service	✓	✓	✓
Supplemental Retirement Programs	✓	✓	✓
Annual Leave	✓ 12-month appointments	✓	✓ 12-month appointments
Annual Leave Payout	✓	✓ Balance paid at time of transition	✓
Bonus Annual Leave Accruals	X	✓	✓
Possibly Use Annual Leave Payment in Retirement Benefit Estimate	✓	✓	✓
Annual Leave Over 30 Days	X	✓	✓
Sick Leave	✓	X Forfeit balance at time of transition	✓

Office of Human Resources - Position Type Guidance for Faculty and Staff

Sick Leave Payout	X	✓	X
Possibly Use Sick Leave Balance in Retirement Benefit	✓	✓	✓
Family Sick Leave	✓	✓	✓
Leave Transfer (Pool) Program	✓	✓	✓
Paid University Holidays	✓ 12-month appointments	✓	✓ 12-month appointments
Paid Optional Holiday	✓ 12-month appointments	✓	✓ 12-month appointments
Family Medical Leave Act (FMLA)	✓	✓	✓
Other Leave Programs	✓ conditions apply	✓	✓
Employee Assistance Program	✓	✓	✓
Employee Tuition Assistance Program	✓	✓	✓
Voluntary Incentive Programs	X	✓	✓
Perks Card	✓	✓	✓
TicketsatWork	✓	✓	✓
Earned State Service	X	✓	✓
Compensation	Time-Limited (TLP)	During the Transition	Full-Time Equivalent (FTE)
State Mandated Increases	X	✓	✓
Annual Compensation Plan	✓ If approved in annual compensation plan	✓	✓
Incentive Bonus	✓ If approved in annual compensation plan	✓	✓ If approved in annual compensation plan
Performance Increase	✓ If approved in annual compensation plan	✓	✓ If approved in annual compensation plan
Award Programs	✓	✓	✓
Overtime	✓	✓	✓
Performance Management, Discipline and Grievance	Time-Limited (TLP)	During the Transition	Full-Time Equivalent (FTE)
Performance Management	✓ Highly recommended; not required	✓	✓
Discipline	✓	✓	✓
Grievance	X	✓	✓
Reduction in Force	X	✓	✓

Office of Human Resources - Position Type Guidance for Faculty and Staff

** The TLP column may be used as a reference for temporary grant positions (TGPs) in all areas except leave benefits: TGPs accrue only grant personal and are not eligible to participate in the University's Leave Transfer (Pool) Program.*

Position Type Guidance for Employees – Transitioning Between Positions – TLP to FTE – Revised May 27, 2021



Position Type Guidance for Employees

Transitioning Between Positions

Transitioning from a Full-Time Equivalent (FTE) position to a Time-Limited Position (TLP)

This document illustrates which state- and University-sponsored programs an employee in a Full-Time Equivalent (FTE) position will or will not keep when transitioning to a Time-Limited Position (TLP). A ✓ will identify programs for which the employee might be eligible if they hold the position stated, while an x indicates ineligibility. Eligibility is not solely determined by position type. Faculty and staff must adhere to all program terms and conditions. This document assumes the faculty or staff member transitioning between positions is and will remain in a position with 30 or more weekly standard hours and transfers with no break in service. Each employee’s individual benefit details are available on their personalized benefits webpage: <https://www.clemson.edu/human-resources/benefits/new-hire/index.html>.

Benefit Program	Full-Time Equivalent (FTE)	During the Transition	Time-Limited (TLP)
State Health Insurance Package	✓	✓ No break in coverage if enrolled	✓
Non-State Insurance Programs	✓	✓ No break in coverage if enrolled	✓
State Retiree Insurance Package	✓		✓
State Retirement Plans	✓	✓ Remains in current plan	✓
State Retirement Earned Service	✓	✓	✓
Supplemental Retirement Programs	✓	✓	✓
Annual Leave	✓ 12-month appointments	✓	✓ 12-month appointments
Annual Leave Payout	✓	✓ Balance paid at time of transition	✓
Bonus Annual Leave Accruals	✓	x Bonus not carried over	x
Possibly Use Annual Leave Payment in Retirement Benefit Estimate	✓	✓	✓
Annual Leave Over 30 Days	✓	✓	x
Sick Leave	✓	x Forfeit balance at time of transition	✓

Office of Human Resources - Position Type Guidance for Faculty and Staff

Sick Leave Payout	X	X	X
Possibly Use Sick Leave Balance in Retirement Benefit	✓	✓	✓
Family Sick Leave	✓	✓	✓
Leave Transfer (Pool) Program	✓	✓	✓
Paid University Holidays	✓ 12-month appointments	✓	✓ 12-month appointments
Paid Optional Holiday	✓ 12-month appointments	✓	✓ 12-month appointments
Family Medical Leave Act (FMLA)	✓	✓	✓
Other Leave Programs	✓	✓	✓ conditions apply
Employee Assistance Program	✓	✓	✓
Employee Tuition Assistance Program	✓	✓	✓
Voluntary Incentive Programs	✓	✓	X
PerksCard	✓	✓	✓
TicketsatWork	✓	✓	✓
Earned State Service	✓	✓	X
Compensation	Full-Time Equivalent (FTE)	During the Transition	Time-Limited (TLP)
State Mandated Increases	✓	✓	X
Annual Compensation Plan	✓	✓	✓ If approved in annual compensation plan
Incentive Bonus	✓ If approved in annual compensation plan	✓	✓ If approved in annual compensation plan
Performance Increase	✓ If approved in annual compensation plan	✓	✓ If approved in annual compensation plan
Award Programs	✓	✓	✓
Overtime	✓	✓	✓
Performance Management, Discipline and Grievance	Full-Time Equivalent (FTE)	During the Transition	Time-Limited (TLP)
Performance Management	✓	✓	✓ Highly recommended; not required
Discipline	✓	✓	✓
Grievance	✓	✓	X
Reduction in Force	✓	✓	X

Position Type Guidance for Employees – Transitioning Between Positions – FTE to TLP – Revised May 27, 2021