

Guide to Choosing the Right Category of Temporary Employee

OPS EMPLOYMENT AT THE UNIVERSITY OF FLORIDA

Human Resources

UNIVERSITY OF FLORIDA | 903 W. UNIVERSITY AVE, GAINESVILLE, FL 32611-5007

OPS DEFINITIONS

Note: The examples listed below are not all inclusive.

A brief statement regarding the type of work being performed is required for processing all OPS hires.

Example: Employee will be responsible for data entry from survey results.

OPS-Health Care

Job Code 010000

This code is used for employees in the health care industry who are employed on an as needed basis, those who are called into action when their services are required. Employees in this category have a professional certification and specialized skill set. This type of employment has no set schedule, days and times may vary depending on the situation or need.

Examples of type of work for this category:

Nurses • Physicians • Dentists • Pharmacists • Technicians

OPS-Contract Services

Job Code 010001

CAS Exemption Required

This code is used for employment for a set time period to deliver a specific end product. Contract services employment specifies the service to be performed and sets an agreeable standard of completion for these services.

Examples of type of work for this category:

Website Development • Course Development • Consulting Services

OPS-Special Project

Job Code 010002

CAS Exemption Required

This code is used to employ persons to work on a project with a defined beginning and end date. Project work involves investigating, compiling, arranging, and reporting information all with a desired result identified. The type of work can vary from administrative functions, research, technical support, fiscal, and design work.

OPS-Seasonal

Job Code 010003

This code is used for employment for 120 days or less per year. The employee is hired exclusively for a period of time to perform work that is only available for a portion of the year.

OPS-Special Risk

Job Code 010005

This code is used for employees that require extensive background checks such as a 435 and FBI Live Scan due to working with minors, employees that perform specialized skilled labor. OPS employees in this classification are subject to a 4,176-hour threshold, the equivalent of 2 years of employment at a 1.0 FTE.

Examples of type of work for this category:

Camp Counselors • Victim Advocates • Groundskeeper

OPS-As Needed

Job Code 010006

CAS Exemption Required

This code is used for non-medical employees being employed on an as needed basis, those who are called into action when their skill set is required. This type of employment has no set schedule, days and times may vary depending on the situation or need.

Examples of type of work for this category:

Child Care • Security Guards • Fitness Instructor • Personal Trainer

OPS-Secondary

Job Code 010004

CAS Exemption Required

This code is used for employees that have a primary appointment as TEAMS or Faculty with UF and are taking on a temporary secondary OPS position to provide different services to the same department/unit or a different one.

OPS-Time Limited

Job Code 010007

CAS Exemption Required

The type of work performed will vary based on need. This code will be used for temporary employment due to an increase in work volume, illness cover, maternity/paternity cover, and various other temporary needs for coverage. OPS employees in this classification are subject to a 4,176-hour threshold, the equivalent of 2 years of employment at a 1.0 FTE.

OPS-Sponsored Projects Non-Clerical

Job Code 010008

This code is used to employ persons to work in a non-clerical/non-administrative role on a sponsored project. Project work involves investigating, compiling, arranging, testing and reporting information. The type of work can vary from conducting and/or coordinating research, lab work, technical support, or design work. OPS employees in this classification are subject to a 4,176-hour threshold, the equivalent of 2 years of employment at a 1.0 FTE.

OPS-Sponsored Projects Clerical

Job Code 010009

CAS Exemption Required

This code is used to employ persons to work in a clerical/administrative role on a sponsored project. The type of work performed may vary from administrative to fiscal functions OPS employees in this classification are subject to a 4,176-hour threshold, the equivalent of 2 years of employment at a 1.0 FTE.