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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	✓ only 12-mo TLPs	x
Annual Leave Payout	✓	✓	TLP: ✓ TGP: x	x	✓ only 12-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	✓ only 12-mo TLPs	x
Requesting the Use of More Than 30 Days of Annual Leave in Calendar Year	✓	✓	x	x	x	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)
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
Family Medical Leave Act (FMLA)	✓	✓	✓	✓	✓	✓
Paid Parental Leave	✓	✓	X	X	X	X
Other Leave Programs	✓	✓	✓	✓	✓	✓
Employee Assistance Program	✓	✓	✓	✓	✓	✓
Employee Tuition Assistance	✓	✓	✓	X	✓	X
Voluntary Incentive Programs	✓	✓	X	X	X	X
PerksCard	✓	✓	✓	✓	✓	✓
TicketsatWork	✓	✓	✓	✓	✓	✓
Earned Service						
State Retirement Earned Service	✓	✓	✓	✓	✓	✓
Earned State Service	✓	✓	X	X	X	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)
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). 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](#).

Benefit Program	Temporary (TMP)	→	Time-Limited (TLP)	Notes
State Health Insurance Package	Eligible	→	Eligible	No break in coverage, if already enrolled.
Non-State Insurance Programs	Eligible	→	Eligible	No break in coverage, if already enrolled.
State Retiree Insurance Package	Eligible	→	Eligible	
State Retirement Plans	Eligible	→	Eligible	Employee remains in current plan
State Retirement Earned Service	Eligible	→	Eligible	
Earned State Service	Not Eligible	→	Not Eligible	
Supplemental Retirement Programs	Eligible	→	Eligible	
Annual Leave	Not Eligible	→	Eligible*	*For 12-month appointments
Annual Leave Payout	Not Eligible	→	Eligible	
Bonus Annual Leave Accruals	Not Eligible	→	Not Eligible	
Annual Leave Over 30 Days	Not Eligible	→	Not Eligible	
Sick Leave	Not Eligible	→	Eligible	
Sick Leave Payout	Clemson employees are not eligible for sick leave payout.			
Family Sick Leave	Not Eligible	→	Eligible	
Leave Transfer (Pool) Program	Not Eligible	→	Eligible	
Paid University Holidays	Not Eligible	→	Eligible*	*For 12-month appointments
Family Medical Leave Act (FMLA)	Eligible	→	Eligible	
Paid Parental Leave	Not Eligible	→	Not Eligible	
Other Leave Programs	Not Eligible	→	Eligible*	*Conditions apply
Employee Assistance Program	Eligible	→	Eligible	

→ Denotes No Change Between Positions

→ Denotes Change Between Positions

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

Benefit Program	Temporary (TMP)	→	Time-Limited (TLP)	Notes
Employee Tuition Assistance Program	Not Eligible	→	Eligible	
Voluntary Incentive Programs	Not Eligible	→	Not Eligible	
PerksCard	Eligible	→	Eligible	
TicketsatWork	Eligible	→	Eligible	
Earned State Service	Not Eligible	→	Not Eligible	
Compensation	Temporary (TMP)	→	Time-Limited (TLP)	Notes
State Mandated Increases	Not Eligible	→	Not Eligible	
Annual Compensation Plan	Not Eligible*	→	Eligible**	*TMP positions may be eligible, IF an exception is approved. **TLP positions are eligible, IF approved in an annual compensation plan.
Incentive Bonus	Eligible*	→	Eligible*	*If approved in an annual compensation plan.
Performance Increase	Eligible*	→	Eligible*	*If approved in an annual compensation plan.
Award Programs	Not Eligible*	→	Eligible*	*TMP positions may be eligible, IF an exception is approved.
Overtime	Eligible	→	Eligible	
Performance Management, Discipline and Grievance	Temporary (TMP)	→	Time-Limited (TLP)	Notes
Performance Management	Highly Recommended*	→	Highly Recommended*	*Not required.
Discipline	Eligible	→	Eligible	
Grievance	Not Eligible	→	Not Eligible	
Reduction in Force	Not Eligible	→	Not Eligible	

* 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.

→ Denotes No Change Between Positions

→ Denotes Change 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. 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](#).

Benefit Program	Time-Limited (TLP)	→	Full-Time Equivalent (FTE)	Notes
State Insurance Health Package	Eligible	→	Eligible	No break in coverage, if already enrolled.
Non-State Insurance Programs	Eligible	→	Eligible	No break in coverage, if already enrolled.
State Retiree Insurance Package	Eligible	→	Eligible	
State Retirement Plans	Eligible	→	Eligible	Employee can elect a new plan.
State Retirement Earned Service	Eligible	→	Eligible	
Earned State Service	Not Eligible	→	Eligible	Earned state service time is defined as total employment defined in years, months, and days in which an employee has occupied an FTE position , including part-time service. For questions about time spent previously in an FTE state position, contact OHR.
Supplemental Retirement Programs	Eligible	→	Eligible	
Annual Leave	Eligible*	→	Eligible*	*For 12-month appointments. Employees transferring from TLP to FTE transfer their annual leave balance to the new position.
Annual Leave Payout	Eligible	→	Eligible	Working state retirees are not eligible.
Bonus Annual Leave Accruals	Not Eligible	→	Eligible	Bonus annual leave accruals are based on earned state service time, defined as total employment time in which an employee has occupied an FTE position . Time spent in a TLP does not count toward bonus annual leave accruals.
Possibly Use Annual Leave Payment in Retirement Benefit Estimate	Eligible	→	Eligible	*For SCRS Class II members
Annual Leave Over 30 Days	Not Eligible	→	Eligible	
Sick Leave	Eligible	→	Eligible	Employees transferring from a TLP to FTE position will transfer their sick leave balance to their new position.
Sick Leave Payout	Clemson employees are not eligible for sick leave payout.			
Possibly Use Sick Leave Balance in Retirement Benefit	Eligible	→	Eligible	*For SCRS Class II members
Family Sick Leave	Eligible	→	Eligible	

→ Denotes No Change Between Positions

△ Denotes Transition Event

→ Denotes Change Between Positions

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

Benefit Program	Time-Limited (TLP)	→	Full-Time Equivalent (FTE)	Notes
Leave Transfer (Pool) Program	Eligible	→	Eligible	
Paid University Holidays	Eligible*	→	Eligible*	*For 12-month appointments.
Paid Optional Holiday	Eligible*	→	Eligible*	*For 12-month appointments when included in the holiday schedule.
Family Medical Leave Act (FMLA)	Eligible	→	Eligible	
Paid Parental Leave	Not Eligible	→	Eligible	
Other Leave Programs	Eligible*	→	Eligible	*Conditions apply.
Employee Assistance Program	Eligible	→	Eligible	
Employee Tuition Assistance Program	Eligible	→	Eligible	
Voluntary Incentive Programs	Not Eligible	→	Eligible	
Perks Card	Eligible	→	Eligible	
TicketsatWork	Eligible	→	Eligible	
Earned State Service	Not Eligible	→	Eligible	
Compensation	Time-Limited (TLP)	→	Full-Time Equivalent (FTE)	
State Mandated Increases	Not Eligible	→	Eligible	
Annual Compensation Plan	Eligible*	→	Eligible	*If approved in an annual compensation plan.
Incentive Bonus	Eligible*	→	Eligible*	*If approved in an annual compensation plan.
Performance Increase	Eligible*	→	Eligible*	*If approved in an annual compensation plan.
Award Programs	Eligible	→	Eligible	
Overtime	Eligible	→	Eligible	
Performance Management, Discipline and Grievance	Time-Limited (TLP)	→	Full-Time Equivalent (FTE)	
Performance Management	Highly Recommended*	✓	Required	*Not required.
Discipline	Eligible	→	Eligible	
Grievance	Not Eligible	→	Eligible	
Reduction in Force	Not Eligible	→	Eligible	

* 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 leave and are not eligible to participate in the University's Leave Transfer (Pool) Program.

→ Denotes No Change Between Positions ▲ Denotes Transition Event → Denotes Change 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). 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)	→	Time-Limited (TLP)	Notes
State Health Insurance Package	Eligible	→	Eligible	No break in coverage, if already enrolled.
Non-State Insurance Programs	Eligible	→	Eligible	No break in coverage, if already enrolled.
State Retiree Insurance Package	Eligible	→	Eligible	
State Retirement Plans	Eligible	→	Eligible	Employee remains enrolled in current plans.
State Retirement Earned Service	Eligible	→	Eligible	
Supplemental Retirement Programs	Eligible	→	Eligible	
Annual Leave	Eligible*	→	Eligible*	*For 12-month appointments.
Annual Leave Payout	Eligible	△	Eligible	Balance of annual leave is paid at the time of transition.
Bonus Annual Leave Accruals	Eligible	△	Not Eligible	Bonus leave accrual rates are established under the FTE position. Accrued annual leave balances are paid out at the time of transition and leave balances will restart. TLPs are not eligible for bonus leave accruals.
Possibly Use Annual Leave Payment in Retirement Benefit Estimate	Eligible	→	Eligible	
Annual Leave Over 30 Days	Eligible	→	Not Eligible	
Sick Leave	Eligible	△	Eligible	Employee forfeits sick leave balance at the time of transition.
Sick Leave Payout	Clemson employees are not eligible for sick leave payout.			
Possibly Use Sick Leave Balance in Retirement Benefit	Eligible	→	Eligible	
Family Sick Leave	Eligible	→	Eligible	
Leave Transfer (Pool) Program	Eligible	→	Eligible	
Paid University Holidays	Eligible*	→	Eligible*	*For 12-month appointments.
Paid Optional Holiday	Eligible*	→	Eligible*	*For 12-month appointments when included in holiday schedule.
Family Medical Leave Act (FMLA)	Eligible	→	Eligible	

→ Denotes No Change Between Positions △ Denotes Transition Event → Denotes Change Between Positions

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

Benefit Program	Full-Time Equivalent (FTE)	→	Time-Limited (TLP)	Notes
Paid Parental Leave	Eligible	→	Not Eligible	
Other Leave Programs	Eligible	→	Eligible*	*Conditions apply.
Employee Assistance Program	Eligible	→	Eligible	
Employee Tuition Assistance Program	Eligible	→	Eligible	
Voluntary Incentive Programs	Eligible	→	Not Eligible	
PerksCard	Eligible	→	Eligible	
TicketsatWork	Eligible	→	Eligible	
Earned State Service	Eligible	→	Not Eligible	
Compensation	Full-Time Equivalent (FTE)	→	Time-Limited (TLP)	
State Mandated Increases	Eligible	→	Not Eligible	
Annual Compensation Plan	Eligible	→	Eligible*	*If approved in an annual compensation plan.
Incentive Bonus	Eligible*	→	Eligible*	*If approved in an annual compensation plan.
Performance Increase	Eligible*	→	Eligible*	*If approved in an annual compensation plan.
Award Programs	Eligible	→	Eligible	
Overtime	Eligible	→	Eligible	
Performance Management, Discipline and Grievance	Full-Time Equivalent (FTE)	→	Time-Limited (TLP)	
Performance Management	Required	→	Highly Recommended*	*Not required.
Discipline	Eligible	→	Eligible	
Grievance	Eligible	→	Not Eligible	
Reduction in Force	Eligible	→	Not Eligible	

* 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 leave and are not eligible to participate in the University's Leave Transfer (Pool) Program.

→ Denotes No Change Between Positions ⚠ Denotes Transition Event → Denotes Change Between Positions