

Selection of Action Type in the Hiring Proposal

Action Type Definitions

- **New Hire:** A candidate who has never worked for USC. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
- **Rehire (less than 1 year):** A candidate who previously worked at USC, but has had a break in service of less than 1 year. This includes the typical rehire of adjunct faculty or temporary staff. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
- **Rehire (greater than or equal to 1 year):** A candidate who previously worked at USC, but has had a break in service in excess of or equal to 1 year. If the candidate was a student employee in the past, this does not count as having worked at USC for this purpose.
- **Demotion:** The assignment of an employee from one position to a different position having a lower band or, for employees in unclassified positions, assignment of a lower rate of pay to an employee (except when the employee's job duties also are decreased for nonpunitive reasons.) Must be from FTE to FTE, RGP to RGP or TL to TL.
- **Promotion:** The assignment of an employee from one position to a different position having a higher band or, for unclassified positions, having a higher rate of pay. Must be from FTE to FTE, RGP to RGP or TL to TL.
- **Reassignment:** The movement of an employee from one position to another position having the same band, or the movement of a position that does not require reclassification. Must be from FTE to FTE, RGP to RGP or TL to TL.

When selecting the action type in the Hiring Proposal, the following matrix provides guidance to ensure the correct selection is made:

USC Employment	Selection of Action Type in Hiring Proposal
Never Worked Here	New Hire
Current or Previous Student Employee	New Hire
Previously Employed at USC (in any position type) but Has Been 1 Year or Longer Since Employed	Rehire - Greater than 1 Year

Movement from one Position Type to Another Position Type <i>(while actively employed at USC or after a break in service of less than a year)</i>	Selection of Action Type in Hiring Proposal
Temp to FTE	Rehire - Less than 1 Year
Temp to RGP/TL	Rehire - Less than 1 Year
RGP/TL to FTE	Rehire - Less than 1 Year
RGP/TL to Temp	Rehire - Less than 1 Year
FTE to Temp	Rehire - Less than 1 Year
FTE to RGP/TL	Rehire - Less than 1 Year

Key: FTE = full-time equivalent, RGP = research grant, TL = time-limited.