

**Determination of Primary Position for Employees with Multiple Appointments**

<p><u>How to Use This Chart</u> When determining the primary position for an employee with multiple appointments, please review each appointment for exemption status and benefits eligibility. After determining the exemption status and the benefits eligibility for all appointments, select the appropriate appointment types from both the 1st and 2nd position lines. At the intersection where the positions meet, the appropriate primary position selection is displayed.</p>		<b>---Non Benefits Eligible---</b>						<b>---Benefits Eligible---</b>					
		Non Exempt	9 Month FY Exempt	10 Month FY Exempt	11 Month FY Exempt	12 Month FY Exempt	9 Month AY Exempt	Non Exempt	9 Month FY Exempt	10 Month FY Exempt	11 Month FY Exempt	12 Month FY Exempt	9 Month AY Exempt
<b>--- Position 1 ---</b>		<b>--- Position 2 ---</b>											
<b>Non Benefits Eligible</b>	Non Exempt	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position
	9 Month FY Exempt	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position
	10 Month FY Exempt	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position
	11 Month FY Exempt	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position
	12 Month FY Exempt	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position
	9 Month AY Exempt	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position
<b>Benefits Eligible</b>	Non Exempt	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	1st Position Held	Exempt Position	Exempt Position	Exempt Position	Exempt Position	Exempt Position
	9 Month FY Exempt	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Exempt Position	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held
	10 Month FY Exempt	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Exempt Position	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held
	11 Month FY Exempt	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Exempt Position	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held
	12 Month FY Exempt	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Exempt Position	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held
	9 Month AY Exempt	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Benefit Eligible Position	Exempt Position	1st Position Held	1st Position Held	1st Position Held	1st Position Held	1st Position Held

*The primary position flag indicates the position where the employee's benefits will be stored.*

Rules:

- 1) If all positions are non-benefits eligible, first position held by employee will be considered primary.
- 2) If all positions are benefits eligible and at least one is exempt, the exempt position will be considered primary.
- 3) If all positions are benefits eligible and have a consistent exemption status (either all exempt or all non-exempt), the first position held by the employee will be considered primary.