

North Dakota State University

Policy Manual

SECTION 101

PERSONNEL DEFINITIONS

SOURCE: SBHE Policy Manual, Sections 605.1 and 606.1
NDUS Human Resource Policy 2 Manual
NDSU President

1. CLASSIFICATION STATUS

1.1 Staff Employee

A person in a position covered by the North Dakota University System Broadbanding System.

1.2 Non-Banded Employee

1.2.1 Academic Staff

Faculty (instructors, assistant, associate or full professors), lecturers, and graduate assistants.

1.2.2 Other Non-Banded

Staff excluded from broadbanding by Board rule: president, executive deans, vice presidents and officers of the institution or staff holding positions the institution president has excluded by designation, including coaches, extension and experiment station professionals, and others in 2000 job categories not included in 1.2.1 above.

2. EMPLOYMENT STATUS

2.1 Regular Employee

A *staff employee*, who satisfactorily completes a probationary period, or a *non-banded employee*, who is appointed to an approved and regularly funded position, and who is employed at least seventeen and one-half hours per week if hired before August 1, 2003 or twenty hours per week if hired on or after August 1, 2003, and at least twenty weeks each year. The policies and benefits included in this manual shall apply to all such person except when specifically excluded by statute or these policies.

2.1.1 Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours per week.

2.1.2 Part-time Employee

A person employed on a regular basis for less than 40 hours per week.

A part-time lecturer is generally considered to be a regular employee if she/he teaches 7.5 or more credits for two or more consecutive semesters.

2.2 Temporary Employee

A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than seventeen and one-half hours per week, or less than five months per year, if hired before August 1, 2003, or less than twenty hours per week or less than 20 weeks per year if hired on or after August 1, 2003. The policies and benefits included in this manual shall not apply to temporary employees except as noted. A temporary staff employee may be terminated at any time with or without cause.

2.2.1 Full-time Affordable Care Act (ACA) Temporary Employee

A person employed 30 hours or more per week or 130 hours per month or 1,560 hours per year; including any employee that is reasonably expected to work 30 hours per week for a month, qualifying variable hour employee, and employee who is not a seasonal employee.

2.2.2 Seasonal Employee

A seasonal position is one in which a person works 6 months or less per year during an institutionally designated "season," such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season, but may be rehired for a future season although there is no guarantee of re-employment.

3. OVERTIME ELIGIBILITY STATUS

3.1 Nonexempt Employee

Those employees serving in positions covered by the Fair Labor Standards Act who are eligible for overtime pay or compensatory time off. Generally those employees in bands 4000 through 7999 are included in this group.

3.2 Exempt Employee

Those employees serving in positions exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act because their administrative, professional or managerial responsibilities meet the exemption requirements of the Act. Generally this includes employees in bands 1000 through 3999.

HISTORY:

New	July 1990
Amended	April 1996
Amended	August 1997
Amended	August 1998
Amended	July 1999
Amended	December 1999
Amended	December 2000

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