

North Dakota State University

Policy Manual

SECTION 241 BROADBANDING POLICY

SOURCE: NDUS Human Resource Policy Manual, Section 14

1. The North Dakota University System is responsible for managing bands (as defined by the US Department of Education.) The bands include job families of positions with similar skills.
 - 1.1 Complete and accurate position descriptions will be written and maintained by the supervisor. The position description will be used by the Office of Human Resources/Payroll for placement of the position in a band and job family. Within each job family, job duties may vary depending on need as determined by the supervisor. Duties and responsibilities assigned a position may change without change in band or job family.
2. The job family title of each position is the official title which is used on payroll records, budget documents, personnel and other official records. The department may use functional titles for other purposes.
3. The Office of Human Resources/Payroll is responsible for maintenance of the University's staff positions. The campus Office of Human Resources/Payroll is responsible for the assignment of staff positions to the proper band and job family after review by other Human Resource offices within the University system.
4. A review of the current band/job family assignment of a position may be requested by the employee, department head, or Office of Human Resources/Payroll.
5. *Band/job family assignments approved prior to the 15th of the month are effective the first of the month. Band/job family assignments approved after the 15th of the month are effective the first of the month following the returned decision from the Office of Human Resources/Payroll.*
6. If, after a band/job family assignment decision the employee, or the employee's supervisor, is dissatisfied with the decision, an appeal may be initiated by the proper completion and submission of forms available from the Office of Human Resources/Payroll or at <http://www.ndsu.edu/hr/mgrtoolbox/broadbanding/>
 - 6.1 The appeal must be received in the Office of Human Resources/Payroll no later than 30 days from the date on which the band/job family decision was mailed.
 - 6.2 All sections of the appeal form must contain an appropriate entry or, if not applicable, an explanation as to why the item(s) is/are not applicable. All required signatures and attachments must be complete when the appeal is *forwarded from the Office of Human Resources/Payroll to the Chair of the NDUS Human Resources Council (HRC).*
 - 6.3 Upon receipt of the completed appeal form, the Human Resource Council (*HRC*) shall act upon the appeal within a reasonable period of time and provide a written response to the employee and institution. Decisions of the *HRC* will be effective on the initial date of the band/job family determination.

6.4 This is the last step in the band/job family appeal process.

HISTORY:

New	July 1990
Amended	April 1992
Amended	January 1995
Amended	January 1996
Amended	February 1997
Amended	May 1997
Amended	August 1999
Amended	October 2005