Policy 101 Version 1 07/14/2016

**Policy Change Cover Sheet**

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| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | Policy Number and Name: Policy 101 Personnel Definitions | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate?  Yes  No * Describe change: NDSU Policy does not match NDUS Human Resource Policy 2 Appointments. NDSU’s policy does not state that the policy manual only applies to benefited employees. NDUS Huma Resource Policy 2 also has added the definition of the Affordable Care Act (ACA) guidelines. | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * Office/Department/Name and the date submitted: Human Resources and Payroll/Colette Erickson * Email address of the person who should be contacted with revisions: colette.erickson@ndsu.edu | | |
| ***This portion will be completed by Mary Asheim.***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Senate Coordinating Committee:** | |  |
| **Faculty Senate:** | |  |
| **Staff Senate:** | |  |
| **Student Government:** | |  |
| **President’s Cabinet:** | |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University  
Policy Manual  
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**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.

1. 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.

1. 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  
Amended February 2001  
Amended October 2001  
Amended April 2005  
Amended January 2007  
Amended September 18, 2013  
Amended January 28, 2014  
Amended October 8, 2014  
Amended November 7, 2014  
Amended April 29, 2015