



# Minot State University

## Policy Manual

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### Staff Appointments

Source: NDUS Human Resources Policy, Section 2

1. Definitions:
  - a. *Non-Banded Staff Employee* - A person employed in an executive position that is excluded from the broadbanding system by policy or the institution's president.
  - b. *Staff Employee* - A person employed primarily for work other than teaching or holding a position the institution's president has excluded from the broadbanding system.
  - c. *Regular Staff Employee* - A person who satisfactorily completes a probationary period, (See Section 4) 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 persons except when specifically excluded by statute or these policies (See Section 10, for example).
2. All classified support staff will receive a letter of appointment ("Notice of Salary Rate"). This letter describes the position number, salary or hourly rate, term, full-time equivalency (FTE), funding source, and effective date.
  - a. An employee whose term is less than 12 months will be required to take a single leave of absence for the time less than 12 months. For example, if a term is stated as 11 months, then one full month must be taken as the leave of absence. The supervisor will decide the timing of this absence and will obtain written approval from the appropriate VP.
  - b. An employee whose FTE is less than 100% will be required to maintain a work schedule (approved by the supervisor) throughout the stated term to reflect the stated FTE. This may include workdays that are less than 8 hours or identified days off from work. (Consult policy on "Work Schedules" for related information.)
3. Appointments for less than 100% FTE will accrue leave prorated over the stated term.

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