



SUBJECT: 400 Human Resources

Policy: 402.1 Employment Definitions and Categories

Effective:

Revised: July 2010

Reviewed:

EMPLOYEE OF GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

An employee is any individual employed by Great Falls College Montana State University who is listed on the College's payroll and is either currently receiving a paycheck from the College or is on an authorized leave of absence.

EMPLOYEE CATEGORIES

Each position at Great Falls College Montana State University is identified by both an employee group and a type of employment. There are three employee groups: Faculty, Support, and Administrative. Employee groups are divided into three types of employment: Full-time, Part-time, and Temporary. It is important to understand the group and type of employment associated with your position since these categories determine your payroll procedures and the benefits for which you are eligible.

EMPLOYEE GROUPS

Faculty: Faculty members have instructional/instructional-related responsibilities at the College. Generally, faculty members are not eligible for overtime pay and do not earn compensatory time.

Support Staff: Support staff members have responsibility for a broad range of activities, which augment the total management and operation of the institution. Support staff members are paid an hourly rate and may earn overtime pay or compensatory time for work requested and authorized by their supervisors. If compensatory time is allowed, it must be used within one month of being earned and not held over a fiscal year or pay increase.

Administrative/Professional: Administrative/professional staff members have responsibilities for the coordination, management, and direction of a specialized area and/or function involving personnel supervision, program operation and/or service delivery. Administrative/professional staff members are salaried and are not eligible for overtime pay, and their contracts are renewed annually.

TYPE OF EMPLOYMENT

Full-Time Faculty: Faculty members who have contracts representing a full teaching load throughout the academic year. Due to program enrollment or program sequence, a faculty member may have contracts that fall outside Fall and Spring Semesters. Full-time faculty members are eligible for health insurance coverage, teacher's retirement, personal business leave, and sick leave in accordance with their negotiated agreement. Tenure eligibility for faculty members is determined by the nature of the position and the contract under which they are hired.



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Part-Time Faculty: Faculty members who have contracts that are half-time or greater, but less than full-time, for the academic year. Part-time faculty members are not eligible for tenure, but are eligible for health insurance coverage, retirement, sick leave and personal business leave on a prorated basis. **Adjunct Faculty:** Faculty members who are offered letters of employment for less than half-time during the academic year. If they are members of Teacher's Retirement System (TRS) or TIAA-CREF on other MSU campuses, it is mandatory that retirement be withheld from the pay they receive from the College. If they are not members of TRS, it is customary to enroll them in TIAA-CREF after 210 hours of work during the academic year.

Summer Session Faculty: These appointments are separate from the academic year. Retirement is a benefit to employees obtaining summer session employment. Sick leave benefits are available, on a prorated basis, for full- and part-time faculty members who are contracted during the regular academic year.

Full-Time Non-Faculty: Employees who work forty (40) hours per week. Full-time non-faculty employees are eligible for health insurance coverage, public employee's retirement, annual and sick leave.

Part-Time Non-Faculty: Employees who work at least twenty (20) hours per week but less than full-time during the academic year. Part-time non-faculty personnel are eligible for health insurance coverage and public employee's retirement as well as annual and sick leave on a prorated basis.

Temporary Full- or Part-Time Employees: Employees hired to accommodate short term needs for personnel where the need is not expected to be recurring, or the hours needed are infrequent or of a minimal number per pay period. Depending upon the type of appointment, temporary employees may earn sick and annual leave and, after a six-month period, health insurance may be available.

Student Employees: Students at Great Falls College Montana State University who are hired on a temporary basis by various departments and are paid from department funds. Student employees are compensated at the same rate of pay as students working in the College Work Study program.