



**SUBJECT:** Human Resources

**POLICY:** 402.1 Employment Categories

**RELATED PROCEDURE:**

**EFFECTIVE:** July 2010

**REVISED:** April 2022

**REVIEWED:**

---

## **Introduction and Purpose**

The purpose of this policy is to identify and define the categories of employees at Great Falls College MSU. Leave and benefit eligibility and retirement programs are dependent upon employment category, FTE, and duration of employment. Any individual who works for Great Falls College MSU, regardless of funding source, is an employee of Great Falls College.

## **Policy**

### **CLASSIFIED**

Classified employees are employees performing duties normally assigned to positions covered by the Montana University System Staff Compensation Plan. Classified employees include employees who are represented by a union ["Union Employees"] as well as employees who are not represented by a union ["Union Exempt"]. Union employees are subject to collective bargaining agreements which govern the terms and conditions of employment included within the agreement.

Classified employees include the following subcategories:

a. Classified with Probationary Status

- i. Classified employees must serve a probationary period which is meant as an opportunity for the department to determine whether the employee should be provided permanent status.
- ii. Classified union employees will serve the probationary period established in their respective collective bargaining agreement.
- iii. Classified union exempt employees will serve a probationary period of six (6) calendar months.

b. Classified with Permanent Status

Classified with Permanent Status employees are classified employees who have completed the applicable probationary period. This could include appointments that are of an ongoing nature which are only for a portion of each year due to the seasonal or cyclical nature of the work.

c. Classified Temporary Fixed Term

Classified Temporary Fixed Term is a classified employee who:

- i. is hired for a definite period of time, not to exceed twelve (12) months; or
- ii. performs temporary duties or permanent duties on a temporary basis.

Classified Temporary Fixed Term employees are not eligible to become a classified employee with permanent status unless selected as the successful applicant in an approved, open, and competitive selection process and upon successful completion of the probationary period.



### **CONTRACT EMPLOYEES**

Contract employees are non-faculty “professional and administrative employees” who are employed by a Board of Regents (BOR) Employment Contract, a Montana University System (MUS) Employment Contract, or a Letter of Appointment under the criteria established in [BOR Policy 711.2](#) and [BOR Policy 711.1](#), respectively.

### **FACULTY**

Faculty members are tenure eligible and non-tenure eligible employees in designated faculty positions, who are appointed on either a Montana University System Contract for tenure eligible faculty or Letter of Appointment for non-tenure eligible faculty.

Full-time faculty: faculty members who have contracts representing a full teaching load throughout the academic year.

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.

Adjunct faculty: faculty members who are offered letters of employment for less than half-time during the academic year.

### **TEMPORARY OR SHORT-TERM EMPLOYEES**

Employee hired to accommodate short term needs

### **STUDENT EMPLOYEE**

Student employees are students who work for the college as temporary, part-time employees who either receive federal or state work-study funds or are paid as student labor to perform limited tasks for the college.