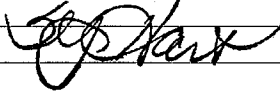




Northern Marianas College Procedure

Procedure No.: 5010.3 Procedure Title: Types of Appointments
Issuing Date: 9/26/13 Adoption Date: 9/30/13 Effective Date: 9/26/13
Office of Origin: Human Resources Office
Procedure Approval Authority: President 
Board Policy No. Associated with this Procedure: 5010
This Procedure Supersedes/Replaces: 2011 BOR Policy Part V.A

The written steps necessary to appropriately and uniformly perform a task in carrying out policies and activities of the College.

Overview/procedure description This procedure establishes the different types of personnel appointments that can be made by the institution.

Areas of Responsibility The Human Resources Office will work together with each recruiting department to determine the type of an appointment that will be made with respect to each vacancy.

Procedure details Employees of the Northern Marianas College are appointed as Regular, Limited Term, Acting, Intermittent, and Emergency Appointments, which are defined according to the following classes:

Regular Appointment

The employment of regular staff and faculty will be governed by the provisions stated in the conditions of employment. Personnel may be employed on either a full-time or part-time basis. Duration of employment will be as established by the College. Employees have no guarantee of continued or long term employment with the College.

Limited-Term Appointment

A limited-term appointment is one in which the appointee is appointed for a period not to exceed a specified period of time, (which shall not exceed one (1) year). An employee serving a limited-term appointment may serve in either a full-time or a part-time position. All limited-term appointees shall be required to meet the minimum qualification requirements of the position to which appointed, will be compensated on the same salary structure as regular employees and will be recruited and selected according to established human resource procedures for regular positions. A limited-term position cannot be

continued beyond one (1) year unless it is converted to a regular position or the relevant Dean or Director can provide the President with demonstrable justification that the position is needed on a continued basis for not more than one additional year. Re-advertisement of the position will not be required for conversion.

Acting Appointment

An "acting" appointment is the designation, in writing, that an employee shall act for a period of up to ninety (90) calendar days in place of an absent supervisor. Whenever the acting assignment exceeds ninety (90) consecutive days, the employee shall be compensated at the grade and step of the acting position that is two steps above the employee's current pay level, not to exceed the top step in the pay level of the acting position. If the acting position is ungraded, the employee shall receive an increase equivalent to ten percent (10%) of their current salary, but shall be considered ungraded during the acting period. Upon expiration of the acting assignment, the employee will revert to the former grade and step, except that the employee will be awarded any step increases that would have been received had the employee remained in the former position.

Intermittent Appointment

Intermittent appointments are of two kinds:

1. Adjunct faculty whose services are required by the College from time to time; and
2. Periodic supplemental appointments for regular employees of the College whose additional unrelated services are required from time to time over and above their regular full-time workload. Periodic appointments shall entitle the employee to reasonable additional compensation to be determined by the supervisor and approved by the President.

Intermittent appointments shall not be for a period of more than one year, but may be renewed. Intermittent appointments shall not entitle employee to receive benefits from the College and may be terminated at any time for any reason or no reason without cause. Subject to the foregoing, intermittent employees shall be governed by the College's personnel rules, policies and procedures, and may be given "at-will" employment agreements. To meet the needs of the institution, intermittent appointments may be made through staffing firms.

Emergency Appointment

An appointment of this type can be used to replace an employee who has resigned without sufficient notice, or employees on military leave, sick leave or

family medical leave. An employee serving in this type of appointment may serve in either a full-time or a part-time position. All such appointees shall be required to meet the minimum qualification requirements of the position to which appointed, and will be compensated on the same salary structure as regular employees. Vacancy announcement periods for Emergency Appointments will be reduced according to the needs of the institution. Such appointments cannot be continued beyond the grant requirements or the length of absence of the employee being replaced.