

MONTANA BOARD OF REGENTS OF HIGHER EDUCATION
Policy and Procedures Manual

SUBJECT: PERSONNEL

Policy 708.1.1 – Department of Administration; Personnel Policies Adopted, Montana University System
Adopted: July 26, 1988; Revised: November 16, 2000

Board policy

The Department of Administration Personnel Policies and Procedures which are specified below shall be implemented or implemented as modified for covered Montana University System employees, except where in conflict with a negotiated labor agreement and except where there are references to bi-weekly pay periods and the Payroll/Personnel Position Control System. Modifications to adopted Department of Administration Personnel Policies and Procedures may be authorized in writing by the Commissioner of Higher Education. Nothing in this policy is intended to divest the Board of Regents of any of its authority under the Constitution of the State of Montana.

| <u>Policy Title</u> | <u>Number</u> | <u>Coverage</u> |
|--|---------------|--|
| Annual Leave | 3-0305 | Nonstudent, nonfaculty employees. |
| Disaster and Emergency Leave | 3-0320 | Nonstudent employees |
| Holidays (as modified by Policy 801.5) | 3-0325 | Nonstudent, nonfaculty employees hired to work more than three consecutive months |
| Jury Duty and Witness Leave | 3-0322 | Nonstudent employees |
| Leave of Absence Without Pay | 3-0330 | Nonstudent employees not covered by Policy 801.3 |
| Military Leave | 3-0321 | Nonstudent employees who have been continuously employed at least six calendar months |
| Overtime and Nonexempt Compensatory Time | 3-0210 | All employees subject to the overtime provision of the Federal Fair Labor Standards Act |
| Parental Leave | 3-0312 | Employees who are eligible to use sick leave accumulated in accordance with 2-18-618 MCA |
| Sick Leave | 3-0310 | Nonstudent, nonfaculty employees |

History:

Item 43-004-R0484, Department of Administration; Personnel Policies Adopted, Montana University System (REVISED), July 26, 1988 as revised January 22, 1993 and November 16, 2000 (Item 109-102-R1100).