

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).