

# TEMPORARY HOURLY NON-CLASSIFIED APPOINTMENT FORM

Montana State University- Bozeman  
**TITLE AND WAGE FOR NON-STUDENT CATEGORIES**  
**MUST BE APPROVED PRIOR TO PROPOSED START DATE**

Name of employee: \_\_\_\_\_  
Last First MI SSN

Check One: \_\_\_\_\_ New Hire \_\_\_\_\_ Rehire

Department name: \_\_\_\_\_ Dept #: \_\_\_\_\_ Dept Phone: \_\_\_\_\_

Person completing this form: \_\_\_\_\_ Phone: \_\_\_\_\_

## TERM OF APPOINTMENT

Please check one of the options listed below.

**Please note:** An employee may **NOT** be on any other type of appointment while on a temporary-hourly appointment.

\_\_\_\_\_ **Not to exceed eighty-nine (89) calendar days.** May not be renewed in the same department without a break in service of at least five (5) working days. No more than two (2) appointments in the same department in any 12 month period from the date of the first appointment. This category is intended for situations where there is a full-time need for a brief time period not to exceed eighty-nine (89) days.

\_\_\_\_\_ **Not to exceed 347 hours worked during one calendar year.** Period of employment is limited to one year unless an extension is approved by Personnel and Payroll Services. If an extension is approved, the accumulated hours worked will carry forward into the extended period. This category is intended for situations where the total hours worked per month will be minimal, but the need extends beyond eighty-nine days and less than one calendar year.

**Please note:** Titles and wages for the above two categories must be made in compliance with the Montana University System Staff Compensation and Pay Plan (formerly known as MAP) The most frequently utilized titles for temporary-hourly appointments and corresponding wages are provided on the next page. If you are uncertain which title is appropriate, or if the title you need is not listed, please contact HR/Personnel and Payroll at 994-3651. Approval will not be granted for titles and wages that are not in compliance with the current pay plan.

\_\_\_\_\_ **Student Category:** During the academic year, students carrying **less than 6 credits** may be employed in this category on a semester by semester basis. A title should be used that clearly indicates "student" and the wage rate should be consistent with other student labor categories as established by the Financial Aid Office. If not an MSU-student, please indicate the school the student is attending.

Requested Title: \_\_\_\_\_ Corresponding Wage: \_\_\_\_\_

Start Date: \_\_\_\_\_ End date: \_\_\_\_\_

Labor Distribution:

Start Date	End Date	Index	Fund	Org	Account	Program	Dist %

Approval/Authorization: (Include appropriate signatures if grant, ES or AES funded).

Supervisor: _____	Date: _____
Director/Dept Head: _____	Date: _____
Dean: _____	Date: _____
Vice President: _____	Date: _____
ES/AES: _____	Date: _____
OSP: _____	Date: _____
P&PS _____	Date: _____

## LIMITS AND CONDITIONS OF EMPLOYMENT

The terms and conditions of employment for temporary hourly personnel in non-classified positions are stipulated in the MSU-Bozeman Personnel Policy and Procedures Manual.

Temporary employees are covered by Workers Compensation and Unemployment Insurance, but **DO NOT** receive benefits such as sick or annual leave, medical or life insurance.

The supervisor should request a title and entry rate based on the nature of the duties and responsibilities assigned to the position. The list below represents the most frequently requested titles and wages (not a complete list). If you are unsure of the appropriate title and wage to request, please contact Personnel and Payroll Services at 994-3651.

<b>MAP TITLES</b>	<b>Entry Rate</b>
Accounting Assoc I	\$8.250
Accounting Assoc II	\$9.300
Accounting Assoc III	\$11.000
Admin Assoc I	\$8.250
Admin Assoc II	\$9.250
Admin Assoc III	\$10.915
Baker I	\$9.120
Cashier I	\$8.250
Computer Sftwr Eng/Appl I	\$16.272
Computer Sftwr Eng/Appl II	\$20.340
Computer Supp Spec I	\$12.484
Computer Supp Spec II	\$15.070
Cook I	\$8.550
Culinary Assoc I	\$8.250
Custodian I	\$8.866
Equip Oper I	\$9.978
Equip/Supply Tech	\$8.250
Farm Mech	\$11.374
Grader/Teacher's Aide	\$8.808
Groundskeeper I	\$8.250
Lab Animal Tech I	\$8.808
Livestock Research Tech	\$8.808
Library Clerk	\$8.250
Library Tech I	\$9.735
Mail Clerk/Carrier I	\$8.250
Maintenance Worker I	\$9.192
Museum Tech	\$9.600
Police Officer	\$16.515
Program Asst	\$10.083
Radiological Tech	\$13.680
Research Asst I	\$8.250
Research Asst II	\$10.000
Research Asst III	\$12.850
Sign Language Interpreter I	\$13.750
Technical Writer	\$12.810
Tutor	\$9.600