

Procedure Title: Establishment of New Benefits Eligible Positions

Impact: Employees

Responsibility: Human Resources

Effective Date: 04/27/22

Last Update:

Relates to Policy: 3.02.02

Legal Citation(s):

I. Permanent Positions

- A. Once established, a permanent position continues to exist, whether filled or vacant, until eliminated.
 - i. A permanent position may be a faculty or staff position.
 - ii. A permanent position may be filled by an appointment on a temporary basis, with or without tenure, with the approval of the president. It is the position, not the type of appointment, that is permanent.
 - iii. A position is designated as permanent solely on the basis of intent as to its duration, irrespective of duties, appointment, funding, or any other consideration.
- B. The establishment of a permanent position must be approved by the board of trustees before any appointment or contractual commitment to fill the position is made.
 - i. The Office of Finance and Business maintains the list of permanent, board-approved positions for the general fund as part of the budget.
 - ii. Human Resources will determine the classification and pay range for all new positions.
 - iii. Position title and budgeted salary are included in the annual budget, which is presented to the board for approval.
 - iv. The board will consider authorization of a new position if there is adequate funding or if North Idaho College will suffer serious operational or financial difficulties if the position is not established.

Permanent positions that are not funded through the general fund must be documented and evaluated by Human Resources prior to the position being posted for recruitment.

II. Temporary Positions

- A. A temporary position is established for a period of up to three years. Typically, the duration corresponds to the period of a grant or fixed term contract.
- B. Any extension or renewal of the temporary position must be approved annually by the president and may not exceed three years. There can be no commitment to the employee to continue a temporary position beyond the length of time specified when it is established.