

**NS-1
Plymouth State University Adjunct Staff Appointment Form**

USNH ID	Last Name	First Name	M.I .			
Department	Building	MSC	Supervisor			
Inclusive dates of Appointment****	From:	No Later Than:				
FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	LOCATION	TSORG

See descriptions below: Please choose one Employment Type:

New Hire	Work is less than 200 hours per year
Increase in hourly rate	Part-Time
Extending current active position	Full-Time Temporary
FTE Change	

Employment Type Descriptions: You **MUST** select the correct employment type based on the descriptions below.
 Casual = Appointments made for a single event or recurring short-term events. May not exceed 200 hours per year. **(61JBHX)**
 Part-Time = Appointments for staff whose total commitment is expected to be greater than 200 hour per fiscal year, but less than 1500 hours per fiscal year. **(61CPHX)**
 F/T Temporary = Appointments for staff whose total commitment is expected to be at least 1500 hours per fiscal year. Appointments may be renewed for a total of 3 years. **(61DTHX)**
 Seasonal Employees job must be less than 6 months and tied to a specific time of year, ex. summer sports camps. Even if full-time these job are not eligible for health coverage under ACA.
 * FTE of 75% of 2088 hours for a 40 hour work week or 1957.5 hours for a 37.5 hour work week.
 The FTE for hourly staff is based on the number of hours worked per week and calculated as follows: FTE= # hours worked in a week/40 hours

Job Description	FTE	# Weeks Work Yr	# Hrs Work Week	Hourly Rate
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 FTE = # hours worked in a week / 40 hours

Classification Type

You MUST select a classification type that corresponds with the duties performed and the set hourly rate range.
****Reference the USNH Extra Help Chart, Appointment Pay.****

** This appointment is temporary and may be terminated by PSU at any time with or without reason or prior notice, nor does it include fringe benefits or any guarantee of future employment.

Employee	Date	Financial Services Center Representative	Date
Supervisor of Affected Unit	Date	Human Resources Authorization	Date

UNIVERSITY SYSTEM OF NEW HAMPSHIRE EXTRA HELP CHART APPOINTMENT PAY CHART, effective 9/21/11

Sub-Classification	CLTIT	MIN	MAX
Students			
00971	Student Hourly	\$7.25	\$40.00
00972	College Work Study, including Off-Campus Work Study	\$7.25	\$40.00
02945	Tipped Student Employees (must meet the requirement of \$30 or more per month in tips)	\$5.15	\$40.00
Beginning Skills Levels			
01988	Beginning Office Support Svcs (basic keyboarding, clerical, bookstore, mail services, general help)	\$7.25	\$15.60
02657	Farm/forestry work	\$7.25	\$15.60
02658	Custodial/grounds	\$7.25	\$15.60
02731	Basic vehicle/bus operator	\$7.25	\$15.60
02659	Basic food/dining service	\$7.25	\$15.60
02944	Tip Employees-Food service (must meet the requirement of \$30 or more per month in tips)	\$5.15	\$15.60
Intermediate Skills Levels			
01989	Intermediate Office Support (basic computer application skills, bookkeeping, data entry/retrieval, general office work)	\$7.34	\$17.80
02660	Supervisory custodial/grounds/hospitality services	\$7.34	\$17.80
02661	Material storage/retrieval	\$7.34	\$17.80
02732	Driver - heavy equipment	\$7.34	\$17.80
02662	Athl Event Asst/No Experience (Assistant at athletic events where experience/knowledge of sport not necessary)	\$7.34	\$17.80
Senior Skills Levels			
01990	Office support services (advanced computer application skills, complex bookkeeping, supervisory/specialized office work)	\$8.26	\$21.50
02663	General Facility Maint/Repair	\$8.26	\$21.50
02664	Athletic Event Asst/Experience (Assistant at athletic events where experience/knowledge of sport required)	\$8.26	\$21.50
Skilled Crafts			
01991	Special Facility Maint/Repair (electrical, plumbing, painting, carpentry)	\$7.25	\$24.60
02665	Specialized Paraprofessional (printing, photography, art/graphics)	\$7.25	\$24.60
Beginning Professional, Administrative & Technical Services			
01992	(Tutoring, basic research, computer services, writing/editing, entry level financial/engineering/scientific/administrative, senior level technical support, inside sales)	\$8.36	\$25.70
Intermediate Professional, Administrative & Technical Services			
01993	(Nursing, financial/engineering/scientific/administrative, specialized computer services, supervisory, program evaluation, coaching assistants, interpreters)	\$10.04	\$35.70
Senior Professional, Administrative & Technical Services			
01994	(Advanced or specialized financial/engineering/scientific/administrative, advanced or supervisory computer services, professional medical services, managerial, theatrical assistance, outside sales, sports camp directors and coaches, interpreters)	\$12.44	\$60.50
Senior Professional, Administrative & Technical Services			
02767	(Advanced or specialized financial/engineering/scientific/administrative, advanced or supervisory computer services, professional medical services, managerial, theatrical assistance, outside sales, sports camp directors and coaches)	\$91/day	\$484/day
Consultative Services			
01995	Consultative Services (Workshop/seminar presentation, expert consultation in specialized areas, faculty sponsorship/assessment)	\$15.30	\$400.00
Consultative Services			
02766	Consultative Services (Workshop/seminar presentation, expert consultation in specialized areas, faculty sponsorship/assessment, certificate program training)	\$131/day Exempt	\$3200/day Exempt
Public Safety Services			
01996	Basic Public Safety Services (general fire and police protection, security services)	\$7.25	\$30.00
02861	UNH Police Special Detail	\$7.25	\$50.00
Coaching & Recreational Sports			
02869	Sports Team Coaching and Recreational Sports Coordinators and Advisors	\$7.25	\$25.00
Performing Arts			
02859	Performing Arts - Artistic services paid by the hour	\$7.25	\$100
01986	Performing Arts - artistic services done on a fee basis at a minimum rate of \$200 per full day. (May be pro-rated.)	\$200/day Exempt	\$1000/day Exempt
Other - Jobs Not Covered by FLSA			
02378	Student Activities (such as Club Officers, Residence Hall Assistants, and Team Managers for sports teams) This category only applies to student labor.	\$1/day Exempt	\$100/day Exempt
02416	4-H Camp Summer Services (restricted to positions beginning "UX") and summer-long recreational sports camps	\$20/day Exempt	\$1000/day Exempt
02926	CEU Instruction (Elderhostel, OSHA)	\$1/day Exempt	\$500/day Exempt
03098	Volunteer Rec Sports Coach	\$100/day Exempt	\$6000/day Exempt