

**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 Title	FTE	# Weeks Work Yr	# Hrs Work Week	Hourly Rate
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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.\*\***

\*\* Will this employee be working out of the state of New Hampshire in this position?    YES    NO If yes, please contact HR with the location and address.

\*\* 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.

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