

## HR/PAYROLL GLOSSARY OF TERMS

Accrual Date	The date on which sick leave, vacation leave, and/or personal leave begins accruing. Usually the first date employee is in a position in a leave eligible status.
Adjunct Faculty	In the Minnesota State College Faculty union agreement, those faculty teaching less than five credits per semester and paid a flat rate per credit. In the IFO agreement adjunct faculty are those that teach 10 credits or less per academic year, and are paid a per credit rate.
Administrative Procedures	Procedures developed by the Commissioner (DOER), which are not subject to the rulemaking provisions of the administrative procedure act, to effect provisions of chapter 43A which do not directly affect the rights of or processes available to the general public.
Affirmative Action	Specific actions in recruitment, hiring, upgrading and other areas designed and taken for the purpose of eliminating the present effects of past discrimination, or to prevent discrimination. It is one aspect of the federal government's efforts to ensure equal employment opportunity.
Affirmative Action Plan (AAP)	The written document through which management assures that all persons have equal opportunities in recruitment, selection, appointment, promotion, training, discipline and related employment areas. The plan is a comprehensive, results-oriented program designed to achieve equal employment opportunity rather than merely to assure nondiscrimination.
Americans with Disabilities Act (ADA)	The ADA is a federal anti-discrimination law which prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. This law (covering employers with 15 or more employees) is designed to remove barriers that prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. When an individual's disability creates a barrier to employment opportunities, the ADA requires employers to consider whether a reasonable accommodation could remove the barrier.
American Federation of State, County and Municipal Employees (AFSCME)	Union representing the majority of the classified positions within MnSCU such as clerical, custodial, technical and maintenance workers.
Appointing Authority	A person or group of persons empowered by the constitution, statute, or executive order to employ persons in or to make appointments to positions in the civil service.
Appointment	The act of filling a vacancy by placement of a person in a civil service position through selection from a finalist pool list, or a noncompetitive or qualifying process including transfer, demotion or reinstatement (M.S. 43A.02).
Appropriation	An authorization by law to expend or encumber an amount in the treasury. (M.S. 16A.011). Within MnSCU the term is used to represent the dollars each campus receives from the Legislature through the Office of the Chancellor.

Arbitration	An alternative dispute resolution method that uses a neutral third party (i.e. arbitrator) to resolve individual, group or labor-management conflicts and issue a binding decision.
Assignment	The tasks or duties given to an employee during the course of their employment.
Annuitant	A person receiving an annuity (payment) from one of the State's Retirement Plans such as TRA, MSRS, or PERA.
Administrative Systems Review Process (ASRP)	A group consisting of both human resources and payroll staff representing a number of MnSCU institutions. The group works collaboratively to develop and document system-wide processes with a goal of assisting their HR and payroll colleagues to carry out consistent and correct business practices.
Bargaining Unit	A group of occupationally related employees who are treated the same for terms and conditions of employment and may be represented by a labor union. MnSCU employees are part of bargaining units represented by AFSCME, MAPE, MMA, IFO, MSCF, MSUAASF, etc.
Base Salary	A base salary is the compensation that is paid for a full time annualized appointment. Partial appointments are prorated.
Blood-borne Pathogens Standards	An OSHA standard that sets forth requirements for employers with workers exposed to blood or other potentially infectious materials. In order to reduce or eliminate the hazards of occupational exposure, an employer must implement an exposure control plan for the worksite with details on employee protection measures. The plan must also describe how an employer will use a combination of engineering and work practice controls, ensure the use of personal protective clothing and equipment, provide training, medical surveillance, hepatitis B vaccinations, and signs and labels on devices for disposal, among other provisions.
BRIO/Hyperion	The computer software used to access the MnSCU data warehouse. The data warehouse contains all the data elements entered in the ISRS (which includes the HR Web Application / SCUPPS) computer data systems.
Bureau of Mediation Services	The State of Minnesota Bureau of Mediation Services provides neutral mediation of collective bargaining disputes. Such disputes arise over the negotiation of terms and conditions of a labor contract or as a result of an alleged violation of the provisions of an existing labor contract. The former is referred to as "contract mediation" and the latter as "grievance mediation."
Board of Trustees	The Minnesota State Colleges and Universities is governed by a 15-member Board of Trustees appointed by the governor. The Board has policy responsibility for system planning, academic programs, fiscal management, personnel, admissions requirements, tuition and fees, and rules and regulations.
Civil Service	All employees in the legislative, judicial, and executive branches of state government and all positions in the classified and unclassified service. (Nancy) "Civil service" means all employees in the legislative, judicial and executive branches of state government and all positions in the classified and unclassified services, as provided in MS 43A.

Classification	<p>One or more positions sufficiently similar with respect to duties and responsibilities that all of the following apply:</p> <ul style="list-style-type: none"><li>• The same descriptive title may be used with clarification to designate each position allocated to the class</li><li>• The same general qualifications are needed for performance of the duties of the class</li><li>• The same schedule of pay can be applied with equity to all positions in the class under the same or substantially the same employment conditions (M.S. 43A.02)</li></ul>
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Classification Code (Job Class Code)	The 8 digit number assigned to a specific classification. The Department of Employee Relations (DOER) is responsible for setting up these codes. Also referred to as job code or job class code.
Classified Employee	All employees in positions now existing or hereafter created in the civil service and not specifically designated unclassified under 43A.08. (Nancy) All existing or new positions within the civil service that are not specifically designated as unclassified, pursuant to MS 43A
Collective Bargaining Agreement	An agreement negotiated between the State and exclusive representatives executed by the parties and approved by the Legislature which covers compensation and terms and conditions of employment for all employees represented by an exclusive representative certified pursuant to Chapter 179.
Community Faculty	Faculty employed at Metropolitan State University who are other than fixed-term, probationary, or tenured. Generally, these faculty members are experts otherwise employed in applied positions in their field who teach in that field.
Confidential Employee	As defined in M.S. 179A.03, subd. 4: "An employee who, as part of the employee's job duties: <ul style="list-style-type: none"> <li>• Has access to labor relations information as that term is defined in M.S. 13.37, subd. 1, paragraph (c); or</li> <li>• Actively participates in the meeting and negotiating on behalf of the public employer."</li> </ul> These employees are not represented by unions. They are subject to the provisions of the Commissioners Plan.
Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)	Federal law which ensures the right to continuation of insurance coverage when coverage would otherwise end because of a life event known as a "qualifying event". Continuation coverage must be offered to each person who is a "qualified beneficiary".
Cost Center	The 6-digit number which references a particular program, area, or department within the accounting structure of a MnSCU institution.
Credentialing	The process for evaluating education and experience in accordance with system-established minimum qualifications. This process is used for two-year college faculty teaching credit-based courses and for counselors and librarians in MSCF.
Customized Training	All non-credit instruction with an occupational/professional focus offered to the general public, or all credit and/or noncredit instruction offered via contract to a specific customer.
Center for Teaching and Learning	A system-wide resource for faculty development in the Minnesota State Colleges and Universities.
Dashboard (HR / Payroll)	A performance indicator establishing standards for the integrity of HR and Payroll data and a tool directing institutions how to evaluate the integrity of their own data.
D2L	Desire To Learn is the software used to facilitate online learning for both students and employees.

Designated Department Insurance Representative (DDIR)	The person on each campus who has been designated to be the liaison with DOER regarding insurance questions or concerns, and is familiar with the State insurance plans available to employees.
Department of Employee Relations (DOER)	The central personnel agency for the State of Minnesota. DOER's authorities and responsibilities are outlined in Minnesota Statutes 43A, and include recruitment, selection, compensation, insurance administration and negotiation of bargaining agreements.
Department of Finance (DOF)	The central finance agency for the State of Minnesota with responsibilities for payroll and accounting.
Employee Assistance Program (EAP)	A service available to all state employees and their immediate families, which provides assistance and referral for a variety of situations, including emotional, financial, family, and chemical dependency issues. The EAP also provides services to managers, supervisors and human resources professionals, such as guidance for working with troubled employees or work groups.
Employee Right to Know	Legal obligation of employers to inform employees of OSHA safety and health standards that apply to their workplace.
Equal Employment Opportunity	A policy statement that equal consideration for a job is applicable to all individuals and that the employer does not discriminate based on race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.
Early Notice Incentive	(Under Construction)
Equal Employment Opportunity Commission (EEOC)	The federal government agency mandated to enforce Title VII of the Civil Rights Act of 1964, as amended. It has the power to bring suits, subpoena witnesses, issue guidelines which have the force of law, render decisions, provide legal assistance to complainants, etc., in regard to fair employment. (Nancy)
Early Retirement Incentive	Benefit given to IFO members who have served fifteen years in the MN State Universities; are at least 55 years of age; and have met the notification deadline. They shall have their salary placement increased by two additional steps in the final two semesters of employment.
Early Separation Incentive	Benefit given to IFO members who have served at least fifteen years in the MN State Universities; are at least 55 years of age; and have met the notification deadline. They shall receive compensation equal to his/her base salary minus 10 percent of his/her base salary for each year beyond age 55.
Employee Self Service	A Department of Finance web site that allows state employees to view, and if appropriate, update or change personal information including paystubs, W-4, direct deposit, deductions, leave balances, savings plans, etc. The DOF continually updates and adds services for employees of the State of Minnesota. (Nancy)
Emergency Employee	An individual is appointed, without a selection process, for no more than 45 aggregate work days in any 12 month period for any single appointing authority.

Exclusive Representative	An employee organization which has been certified by the commissioner under section 179A.12 to meet and negotiate with the employer on behalf of all employees in the appropriate unit.
Exempt Employee	Employees who meet one of the FLSA exemption tests and who are paid on a fixed salary basis and are not normally entitled to overtime. (Designation by position can be found in the position management section of SEMA4.)
Family Educational Rights and Privacy Act (FERPA)	Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
Fair Labor Standards Act (FLSA)	Federal law that covers public agencies and businesses engaged in interstate commerce or providing goods and services for commerce. It provides guidelines on employment status, child labor, minimum wage, overtime pay and record-keeping requirements. It determines which employees are exempt (not covered by the act) and which are nonexempt (covered by the act).
Family Medical Leave Act (FMLA)	Federal law allows employees who have met minimum service requirements (12 months employed by the company with 1,250 hours of service in the preceding 12 months) to take up to 12 weeks of <b>unpaid</b> leave per year for: (1) a serious health condition; (2) to care for a family member with a serious health condition; (3) the birth of a child; or (4) the placement of a child for adoption or foster care.
Fiscal Year Roll	The electronic process within the HR Web Application (SCUPPS) by which certain assignment information meeting specific criteria is rolled forward or duplicated for a new fiscal year. This usually occurs, at the discretion of the campus, from April through June. This process eliminates the majority of the manual re-entry of assignment information to begin a new fiscal year.
First Report of Injury (FRI)	The report filed when an employee has a work-related incident resulting in an injury or illness.
Full Time Equivalency (FTE)	The percentage of a full-time annual work load.
Fiscal Year	Any accounting period of 12 months. The state fiscal year is the period beginning at midnight between June 30 and July 1 and ending 12 months later.
Full Year Equivalency (FYE)	Relates to student credits. Thirty (30) registered student semester credits equals 1 FYE.
GFS Codeblock	GFS Code Block The GFS part is MAPS Accounting (used by SEMA4). The code block part is a series of codes and numbers which represent specific funds. It includes the following information MAPS fund code, Appropriation number, Organization number, Account description and MAPS object code. This string of codes is used to post wages and benefits to the correct location and fund. There is a report in Document Direct titled HP6670  Positions with Invalid Code Block Report.
Grievance	A formal complaint or allegation by an employee or group of employees of a violation of a specific provision within a collective bargaining agreement.

Health Care Savings Plan (HCSP)	A medical expense savings plan administered by the Minnesota State Retirement System (MSRS).
Health Insurance Portability and Accountability Act (HIPPA)	Federal law enacted to make health insurance more "portable" from one employer to another. The law mandates procedures for both new hires and for existing employees who are leaving the company. Employees who are new to a company can use evidence of previous health care coverage that is provided by their former employer to reduce or eliminate the new employer's preexisting condition requirements. Employees who are leaving a company must be provided a certificate of prior creditable health care coverage to use for this purpose. The law includes other provisions regarding restrictions on preexisting conditions, special enrollment rights and privacy rights and protections.
Higher Learning Commission	A commission of the North Central Association of Colleges and Schools responsible for the accreditation of all MnSCU colleges and universities. Accreditation is necessary in order to be recognized as a legitimate college/university thereby assuring appropriate status for the transferability of credits and the awarding of diplomas/degrees.
Health Reimbursement Account (HRA)	IRS-sanctioned arrangements that allow an employer to reimburse medical expenses paid by participating employees. HRAs reimburse only those items (copays, coinsurance, deductibles and services) agreed to by the employer which are not covered by the employer's selected standard insurance plan.
HR Web Application (SCUPPS)	A computer module that is a part of the Integrated Student Record System (ISRS) containing employee data such as demographics, bargaining, and assignments. This system interfaces with the State of Minnesota's human resources information system (SEMA4).
Hyperion/BRIO	The computer software used to access the MnSCU data warehouse. The data warehouse contains all the data elements entered in the ISRS (which includes the HR Web Application / SCUPPS) computer data systems.
Inter Faculty Organization (IFO)	The labor union that represents the faculty at MnSCU's four year institutions.
Interest Based Bargaining	A bargaining technique in which the parties start with (or at least focus on) interests rather than proposals; agree on criteria of acceptability that will be used to evaluate alternatives; generate several alternatives that are consistent with their interests, and apply the agreed-upon acceptability criteria to the alternatives generated in order to arrive at mutually acceptable contract provisions.
Independent Medical Evaluation (IME)	An evaluation of an employee with a Workers' Compensation claim by an independent doctor, dentist, or psychologist to determine the extent of injury and / or work relatedness.
Individual Retirement Account Plan (IRAP)	A defined contribution plan that is the primary retirement plan for all newly retirement coverage eligible unclassified employees.
Integrated Student Record System (ISRS)	(Under Construction)
Interface	The process whereby data is shared electronically between HR Web Application (SCUPPS) and SEMA4 on a bi-weekly basis.

Intermittent Employee	An employee who works an irregular and uncertain schedule which alternately begins, ceases and begins again as the needs of the agency require.
Job Audit	The process through which a position is evaluated to determine its proper classification.
Labor Relations	The relationship between the public, public employees, and employer governing bodies. It is public policy of this state to promote orderly and constructive relationships between all public employers and their employees.
Layoff	A temporary termination of employees, or the elimination of jobs, during periods of economic downturn or organizational restructuring.
Legislative Subcommittee on Employee Relations (LSER)	The committee charged with approving bargaining unit contracts and labor agreements when the Legislature is not in session.
Licensure	The former process whereby Technical College Faculty were credentialed.
Limited	Appointments made under statutory, contract, or plan provisions which specify a maximum duration and do not meet the definitions of temporary, emergency, seasonal, provisional, trainee, intern or academic. The types of positions identified as limited are constitutional officers, judicial judges, temporary unclassified, student worker, qualified disabled, and co-terminus agency heads.
Mass Retro Pay	Mass retroactive pay processed by the Department of Finance following a negotiation between the State of Minnesota and one of its unions which results in back pay.
Meet and Confer	The exchange of views and concerns between employers and their employees (M.S. 179A.03).
Minnesota Association of Professional Employees (MAPE)	The union representing the non-supervisory, non-faculty, professional employees within MnSCU.
Minnesota Accounting & Procurement System (MAPS)	
Minnesota Government Data Practices Act (MGDPA)	Minnesota Statute Chapter 13 regulates is chapter which regulates the collection, creation, storage, maintenance, dissemination, and access to government data in government entities. It establishes a presumption that government data are public and are accessible by the public for both inspection and copying unless there is federal law, a state statute, or a temporary classification of data that provides that certain data are not public.
Middle Management Association (MMA)	The union representing the non-administrative/non-managerial supervisory employees within MnSCU.
Minnesota Deferred Compensation Plan (MNDCP)	A plan which allows employees to place a portion of their earnings in a tax-deferred investment program. The deferred amount is not subject to current income tax and

	is not taxed until money is drawn out--normally at retirement.
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Minnesota State Colleges and Universities (MnSCU)	The state agency that includes all of Minnesota's public community colleges, technical colleges, and state universities, except for the University of Minnesota.
Memorandum of Agreement (MOA)	Literally, to be remembered. It is an informal instrument recording some fact or agreement. Used by MnSCU Labor Relations to formally record agreements concerning employment issues which occur outside of the bargaining <b>and/or</b> negotiations process.
Memorandum of Understanding (MOU)	Document used by MnSCU Labor Relations that expresses mutual accord on an issue between two or more parties. MOUs are generally recognized as binding, even if no legal claim could be based on the rights and obligations laid down in them. To be legally operative, a MOU must (1) identify the contracting parties, (2) spell out the subject matter of the agreement and its objectives, (3) summarize the essential terms of the agreement, and (4) must be signed by the contracting parties. <b>and/or</b>
Minnesota State College Faculty (MSCF)	The union representing the faculty at MnSCU's two year colleges.
Minnesota State Retirement System (MSRS)	The primary retirement fund for all state employees in classified positions.
Mobility	Voluntary, limited assignments of classified permanent employees to alternative duties within another state agency, governmental jurisdiction, or private employer.
NCAA	A voluntary organization through which the nation's colleges and universities govern their athletics programs. It is comprised of institutions, conferences, organizations and individuals committed to the best interests, education and athletics participation of student-athletes.
Non-exempt employee	An employee who does not meet any one of the Fair Labor Standards Act exemption tests and is paid on an hourly basis and covered by wage and hour laws regarding hours worked, overtime pay, etc. (Designation by position can be found in the position management section of SEMA4.)
North Central Association (NCA)	North Central Association of Colleges and Schools responsible for the accreditation of all MnSCU colleges and universities.
Non-renewal	The term used when probationary faculty are notified that they are being released from their position prior to the end of their probationary period.
Object Code	The object code of the agency's default MAPS account. The default account is used to post hours and dollar amounts to <a href="#">MAPS</a> if the account on Labor Distribution is no longer valid. If this occurs, the agency needs to process an <a href="#">expense transfer</a> .
Open Enrollment (OE)	<u>For employees:</u> The period of time designated by the Minnesota Department of Employee Relations when employees may enroll in new benefit plans or make changes to existing benefit plans. <u>For students:</u> The period of time designated at each college wherein students may enroll in courses without any restrictions. Usually occurs following a restricted enrollment period available to current/returning students.

Occupational Safety and Health Act (OSHA)	A law setting forth standards that employers must comply with in order to provide working conditions that are safe and free from any health hazards for all employees. Additionally, the law also requires employers to provide employees with protection against workplace hazards that could result in illness, injury or death to an individual, as well as to communicate to employees the information on hazardous materials or chemicals they may be required to handle.
On-week/Off-week	Each biweekly payroll cycle comprises a week when the pay period ends and payroll is processed and the following week when payday occurs. SEMA4 Help refers to these weeks as "payroll processing week" and "payday week." Off-cycle payrolls are processed in between the main biweekly payrolls (called on-cycle processing). Consult Department of Finance policies and procedures before selecting this option. Generally, off-cycle paychecks are allowed if an employee is underpaid by 16 or more hours and is unwilling to wait for payment until the next on-cycle payroll is processed. Off-cycle payrolls should not be used for final payoffs or business expenses.
Position Description (PD)	A formal definition of duties, responsibilities, working relationships and performance expectations of a position in state service (written description of work performed).
Public Employees Labor Relations Act (PELRA)	<b>A federal law that</b> governs the relationships between public employers and their employees. Provisions include granting public employees the right to organize, requiring public employers to meet and negotiate with public employees and establishing the responsibilities, procedures and limitations of public employment relationships.
Public Employees Retirement Association (PERA)	The retirement plan/fund that many former Technical College classified employees were allowed to bring forward (grandfathered in) when the Technical Colleges were merged with the Community Colleges in 1995. New MnSCU employees do not have the option to enroll in this retirement plan.
Pay Period End (PPE)	The last day of the pay period.
PERKIN's Grant	The Carl D. Perkins Vocational and Technical Education Act, Public Law 105-332 defines vocational-technical education as organized educational programs offering sequences of courses directly related to preparing individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. Programs include competency-based applied learning which contributes to an individual's academic knowledge, higher-order reasoning, problem solving skills, and the occupational-specific skills necessary for economic independence as a productive and contributing member of society. Under the Perkins Act, federal funds are made available to help provide vocational-technical education programs and services to youth and adults. The vast majority of funds appropriated under the Perkins Act are awarded as grants to state education agencies.
Post-secondary Enrollment Options (PSEO)	<b>An educational enrichment program for high school juniors and/or seniors to take post-secondary courses. All PSEO students are expected to perform to the standards to which the college's non-PSEO students are held accountable. These include policies regarding academic standing and student conduct.</b>
Resumix	Resumix is the applicant tracking software currently used by the Department of Employee Relations for employment applications for positions in the classified service.
Rule 10 (unclassified)	A historical, but still used, term referring to a temporary unclassified position or appointment. (See temporary unclassified appointment)

Rule of 90	The rule that establishes a benefit which only applies to those employees covered by the Teachers Retirement Association Pension Plan. It provides if you were first employed before July 1, 1989, and earned service credit, and your age plus allowable service credit equals 90 or more, you may retire under the Rule of 90. Eligible members retiring under the Rule of 90 receive full benefits without any reduction for early retirement.
Sabbatical	An employee in an academic setting is granted a paid leave of absence, which is based on years of service, for research and further educational opportunities.
Salary Grid	The salary ranges and steps as determined by the salary authority.
Salary Placement	The process whereby MSCF faculty are placed on the appropriate column and step of the salary grid based on their education and experience.
Salary Plan	The roster maintained by DOER which lists every job class within the State of Minnesota, the salary grid, the minimum and maximum of the salary range, and whether or not the job class is coded as exempt, non-exempt or is a mixed class under the Fair Labors Standards Act.
SCUPPS User Group	See HR Application
Seniority Roster	The roster which lists the seniority date of the individual members of a particular union within their seniority unit.
Service Credit	
Severance Pay	The remuneration received by an employee, under specific contractual language, who is separating from state service. Refer to the individual bargaining unit agreements for details.
STARS	Systemwide Training and Registration Site. This is the computer site used to register for staff development/training activities within MnSCU.
State College & University Personnel Payroll System (SCUPPS – aka HR Web Application)	A computer module that is a part of the Integrated Student Record System (ISRS) containing employee data such as demographics, bargaining, and assignments. This system interfaces with the State of Minnesota’s human resources information system (SEMA4).
State Employee Group Insurance Plan (SEGIP)	The State Employees Group Insurance Program (SEGIP) administers an insurance benefit program for state employees (including those of the executive, legislative and judicial branches) and their dependents; workers employed by some quasi-state agencies; and retirees of the State (and their dependents).
Statewide Employee Management Accounting System (SEMA4)	<p><u>Statewide Employee Management System (SEMA4)</u>  The system used to process a variety of payroll and benefit information for state employees.</p> <p>The "4" in SEMA4 refers to:</p> <ul style="list-style-type: none"> <li>• Human Resources processing</li> <li>• Payroll processing</li> <li>• Benefits processing</li> <li>• Reporting</li> </ul>
Step and Column Placement	A compensation rate that is represented by a step and column on a salary table.
Supervisor	Term used by DOER to designate an employee who.....
Supplemental Retirement Plan (SRP)	

Teachers Insurance and Annuity Association – College Retirement Equities Fund (TIAA_CREF)	The administrative services agent charged with the administration of the Individual Retirement Account Plan (IRAP), the Supplemental Retirement Account Plan (SRP), and the 403B tax sheltered annuity plan for MnSCU.
Teacher’s Retirement Association (TRA)	The defined benefit retirement plan which is a choice for those employees in the unclassified service.
TRIO-SSS-UB	<p>The Federal TRIO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRIO includes six outreach and support programs targeted to serve and assist low-income, first-generation college students, and students with disabilities to progress through the academic pipeline from middle school to post-baccalaureate programs.</p> <p>The Student Support Services program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. Student Support Services (SSS) projects also may provide grant aid to current SSS participants who are receiving Federal Pell Grants (# 84.063). The goal of SSS is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next.</p> <p>Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; high school students from families in which neither parent holds a bachelor's degree; and low-income, first-generation military veterans who are preparing to enter postsecondary education. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.</p>
Temporary Employee	A classified appointment of limited duration, under M.S. 43A.15, Subd. 3. A temporary classified employee’s term of employment may not exceed a total of 12 months in any 24-month period within the same agency. Temporary classified employees typically are not eligible for benefits. Check the applicable collective bargaining agreement or plan for specific provisions.
Tenure	The tenure system was created to protect the academic freedom of the MnSCU university's faculty members. Tenured faculty members have no end date to their employment and cannot be dismissed for reasons unrelated to performance. Thus, they can freely pursue their research and teaching interests.
Title 6	Title VI, 42 U.S.C. § 2000d et seq., was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
Title 9	Title IX of the Education Amendments of 1972 to the Civil Rights Act of 1964 states that no person in the United States shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.

Transfer	<p>The lateral movement of an employee between positions:</p> <ul style="list-style-type: none"> <li>• In the same class in different agencies or organizational units; OR</li> <li>• In different classes which are assigned to the same salary range; OR</li> <li>• In different classes assigned to salary ranges which differ by less than two steps at the minimum and maximum; OR</li> <li>• In different classes assigned to salary ranges which differ by less than two steps at the maximum but differ by more than two steps at the minimum if less than a two-step increase is required to pay the employee at the minimum of the new range</li> </ul> <p>A transfer may occur within an agency or organizational unit or between two different agencies or organizational units. Reassignment of an employee does not constitute a transfer.</p>
Tuition Waiver	<p>A benefit only available to MnSCU employees through their bargaining agreement/personnel plan. Allows for the waiver of tuition for credit courses for employees and their dependents following specific rules and guidelines outlined in each agreement/plan..</p>
Unclassified Employee	<ol style="list-style-type: none"> <li>1. A position in the unclassified service (see MS 43A.08). Unclassified positions can be established and filled without following all the regulations which apply to classified positions.</li> <li>2. An employee appointed to an unclassified position.</li> </ol>
Unlimited	<p>An employee whose appointment has no definite end date or specified maximum duration.</p>
Work Experience	<p>The evaluation of a new employee's prior creditable work experience to determine an applicable salary and/or salary range. Primarily used by the MnSCU universities for unclassified positions.</p>