



Minnesota
STATE COLLEGES
& UNIVERSITIES

Human Resources Guideline & Interpretation

State University Guidelines for Assignments in Excess of 224 Duty Days

CMP0010

Purpose:

To establish guidelines for State Universities with regard to approval and processing instructions for IFO work in excess of 224 duty days during a fiscal year.

Affects: All universities

Authoritative References: None

Required Forms: None, see instruction below for SCUPPS Coding.

Responsibility for Implementation:

It is the responsibility of the college president to assure the provisions of this guideline are met.

Attachments: None

Introduction:


State University faculty are generally limited to working no more than 224 duty days during a given fiscal year. The 224 duty day limit is considered to be the equivalent of a full year for a non-faculty employee after excluding vacation and holidays. There may be occasions when there are university-approved assignments that may require an excess of 224 duty days in a fiscal year. Universities should follow the guidelines outlined below if they need to approve such assignments.

Guidelines:

- Assignments in excess of 224 duty days must be personally approved by the University president
- Approvals for assignments in excess of 224 duty days must include documentation as to the specific dates that the work will be performed as well as a thorough description of the work that will be performed
- A log of activities performed on all days in excess of 224 must be maintained and signed by the faculty member
- A copy of the above documentation must be forwarded to the Labor Relations division in the Office of the Chancellor

SCUPPS Coding: The appropriate assignment code for extra duty days beyond 224 is 4015. The description screen should be used to detail the number of duty days, and the purpose for the additional duty days.

Approved: March 12, 2007



Vice Chancellor, Human Resources

March 12, 2007

Date