



Employee Handbook

2024

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INTRODUCTION

Welcome to Northern State University! This handbook is designed to acquaint you with Northern State University and your position. You are a part of a carefully selected team because you possess the knowledge, skills and abilities necessary to perform specific functions. You are very valuable to Northern State University.

The policies and procedures outlined in this handbook are for information only, and are subject to change by action of the State Legislature, the Board of Regents, Bureau of Human Resources, and/or the University. Further reference should be made, therefore, to current University policy and procedures manuals for specific areas, current rules and regulations of the Board of Regents, and the Administrative Rules for the State of South Dakota.

We encourage you to read this handbook and retain it as a reference. It is impossible to include all information applicable to every situation an employee might encounter and many topics cannot be fully covered in a book this size. Whenever you need further information, advice or assistance, please contact the Human Resources Department (626-2520).

Governing Board

The South Dakota Board of Regents, the governing body of Northern State University, is composed of nine members. The members of the board are appointed by the Governor of the state and confirmed by the senate. The board exercises broad jurisdiction over all state-supported educational institutions and delegates many responsibilities to presidents and faculties, but must give specific approval for appointments, the conferring of degrees, certain purchases, and the sale of state property.

The Board of Regents meets regularly. At least fourteen days prior to a meeting of the board, the president of the university will file a memorandum with the executive director and the president of the board regarding any matters that will be brought up at that meeting. To comply with this deadline all routine matters calling for board action must be submitted to the president's office at least nineteen days prior to the meeting.

UNIVERSITY ADMINISTRATION

The Board of Regents appoints and designates the President of the University as the chief executive and academic officer of the university and as the presiding officer of the faculty. Operating within state statutes and carrying out policies of the board and state government, the President is responsible for the administration of the university in all respects.

Six senior administrative officers assist the President: The Provost and Vice President for Academic Affairs; Vice President for Finance and Administration; Vice President for Technology/Chief Information Officer; Chief Enrollment Management Officer, Director of Communications and Marketing; Dean of Students; and Director of Intercollegiate Athletics.

These administrators exercise presidential delegated responsibility for their respective administrative units and, as members of the University's Executive Leadership Team, meet regularly with the President to provide advice and share information concerning university affairs.

In the absence of the President, the senior officers are in charge, the Provost and Vice President for Academic Affairs presiding. In the absence of the Provost, the presiding administrator is determined in sequential order: the Vice President for Finance and Administration; Vice President for Technology/Chief Information Officer; Chief Enrollment Management Officer; Dean of Students; Director of Intercollegiate Athletics; Director of Communications and Marketing; and finally, the Associate Vice President for Academic Affairs.

Statement of Intent

It is the intent of Northern State University to continue to provide high quality services to the people it supports and to the community in accordance with accepted professional standards. These policies are intended to assure equity in employment practices and to promote staff morale and efficiency in the operation of the university and in no way should these policies be interpreted as being an employment contract. These personnel policies will be made available to all employees and will be administratively reviewed at least annually and amendments may be made as the need arises.



Office of the President Northern State University

On behalf of Northern State University, welcome to our Northern and Aberdeen community!

I'm thrilled that you are joining our team – a team whose ultimate goal is to unleash our students' potential through high-quality, affordable academics and a rich student life experience while preparing them for professional and personal success throughout their lives.

At Northern, we are dedicated to providing the best experience possible for our students. We've worked hard in recent years to enhance our campus offerings including contemporary academic programs; exceptional student engagement and leadership opportunities; and state-of-the-art facilities such as three modern residence halls, a cutting-edge science center, and our outstanding new Dacotah Bank Stadium and Koehler Hall of Fame Softball Field.

We also offer students numerous opportunities for internships, research and community service throughout their college years. It's all part of our efforts to enhance the student experience – which I hope, in turn, will enhance your experience at Northern as well.

You join faculty and staff members committed to student success inside and outside of the classroom. And your personalized teaching and support will both challenge and guide students to improve as learners and leaders, preparing them to live, work and succeed in our global society.

I was drawn to Northern because this university and community genuinely cares for the success of its students, and it is my privilege to serve such a special campus community.

Thank you for joining our pack. I look forward to meeting you and welcoming you in person to Wolves Country!

A handwritten signature in black ink, reading 'Neal H. Schnoor'. The signature is written in a cursive, flowing style.

Dr. Neal Schnoor, President

Northern State University's Origins and History

Northern Normal and Industrial School was established by the South Dakota Legislature in 1901 in response to the need for an institution of higher education to serve northern South Dakota. The original curriculum emphasized the industrial arts and teacher preparation, but as the school grew, the curriculum gradually evolved in other directions to fulfill the changing needs of the community. In 1964, the institution became Northern State College, the new name reflecting the school's expansion and diversification, and in 1989 the name was changed to Northern State University.

Northern State University's Mission, Vision and Values

MISSION

Northern State University will provide diverse academic, civic, social and cultural opportunities that prepare students through the liberal arts and professional education for their future endeavors, while also enriching the local and regional community.

VISION

Northern State University will be regionally recognized as a student-centered, diverse community dedicated to excellence in teaching and learning, creativity and global awareness.

VALUES

Northern State University's students, faculty and staff are committed to the following values:

Community

Building a culture of inclusion, belonging and collegiality that respects diversity in knowledge, culture and world view

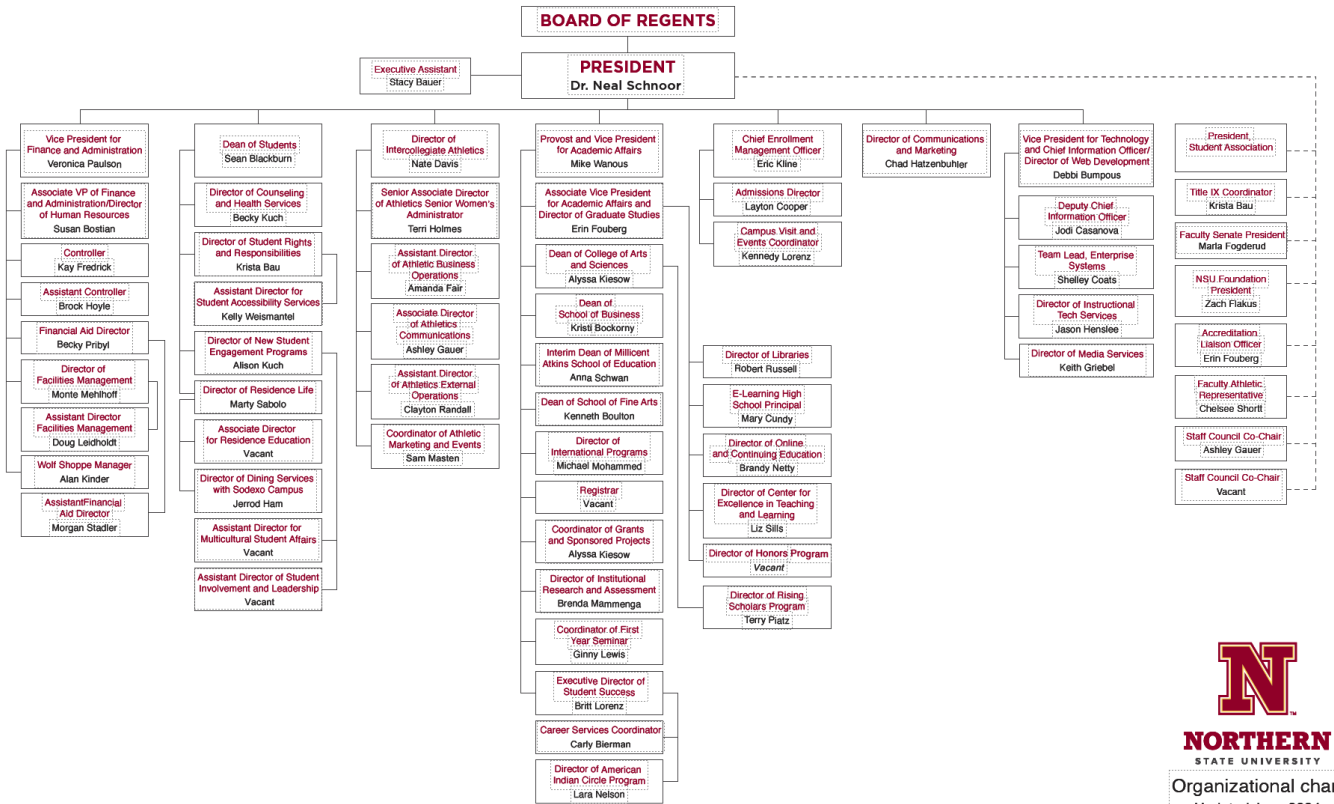
Discovery

Pursuing rigor and excellence in education, inquiry and engagement for the benefit of our students, state and region

Integrity

Adhering to the highest standards of honesty, fairness and transparency with a commitment to responsible stewardship of resources

Northern State University Organizational Chart



NORTHERN
STATE UNIVERSITY

Organizational chart
Updated June 2024

Biography of the Board of Regents CEO



Nathan Lukkes is the Executive Director and CEO of the South Dakota Board of Regents. Lukkes has been a part of the Board of Regents since 2014, beginning as the System Assistant Vice President for Research and Economic Development and later becoming Chief of Staff and General Counsel.

He was born, raised, and educated in South Dakota, growing up in Tyndall, SD, attending South Dakota State University, the University of South Dakota, and later graduating from the University of South Dakota School of Law.

Section 2 POLICIES

2.0 Affirmative Action/Equal Employment Opportunity Policy

Northern State University abides by the Equal Employment Opportunity Policy set forth by the Board of Regents. The policy addressing Equal Opportunity, Non-discrimination, and Affirmative Action can be found here: [EEO/AA Policy](#).

2.1 Employment of Relatives/Nepotism

Northern State University employees may not be supervised or receive supervision from an immediate family member which is defined as their spouse, child, mother, father, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother, sister, grandparent, grandchild, stepchildren or stepparents and other persons where circumstances establish the existence of close bonds of affections characteristic of the foregoing relationships. (Refer to the SD Board of Regents policy manual number 4:22 at [BOR Nepotism Policy](#))

2.2 Americans with Disabilities Act of 1990 Policy

Northern State University does not discriminate against qualified individuals with disabilities. The University provides reasonable accommodation(s), as required by law, to otherwise qualified applicants, employees, and students with disabilities in all work settings, education programs, activities, services and practices, including application procedures, admissions, course selection, the awarding of degrees, discipline and dismissal. Educational, employment, or promotion opportunities will not be denied to an employee or student because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual.

2.3 Civility in working with colleagues, staff members, students and others

Universities play a special role in preparing students to lead the complex social organizations through which businesses and professions operate and through which free people govern themselves. Students must be taught, and they must be shown through the example given by institutional employees, that members of stable, effective and prosperous social organizations observe norms of conduct under which all participants treat one another civilly and carry out their respective tasks in a constructive and informed manner. Complex social organizations derive their strength from the cooperation of those who participate in them. By virtue of their special role in preparing future generations of leaders, universities have a particular concern with conduct that destroys the bonds of cooperation and common purpose on which society rests by demeaning members of the community, and such conduct cannot be tolerated in an institution whose very purpose is to shape the skills and conscience of the rising generations.

Staff members are responsible for performing their duties civilly, constructively and in an informed manner. They must treat their colleagues, staff, students and visitors with respect, even when expressing disagreement, in ways that will preserve and strengthen the willingness to cooperate and to give or to accept instruction, guidance or assistance.

2.4 Harassment Policy

Please refer to the BOR Policy link here for definitions and compliance: [BOR Sexual Harassment Policy](#).

2.5 Workplace Violence

Northern State University will not tolerate workplace violence of any type, from any source. This includes, but is not limited to, threatening, destructive or violent actions directed against employees, students, visitors, or university buildings, equipment, or property. NSU executives, administrators, managers, supervisors, and employees are responsible for observing and promoting measures to establish and maintain a non-violent workplace. Additional responsibility is vested in students and visitors to the university and special schools to observe institutional regulations designed to establish and maintain a non-violent workplace. For the purposes of this policy, violence and threats of violence include, but are not limited to:

- A. Any act which is physically assaulting;
- B. Any substantial threat to harm or to endanger the safety of others;
- C. Behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression;
- D. Any substantial threat to destroy property;
- E. Possession on worksite of any weapon or dangerous instrument (e.g. any type of firearms, certain knives, brass or metal knuckles, etc.), unless required by position duties (e.g., Security Guard).

Responses to threats or acts of violence may include dismissal from employment or from enrollment, arrest, prosecution, removal from institutional property, suspension, reassignment of duties or other sanctions as authorized by specific disciplinary policies. In addition, violations of this policy by any person, including non-NSU affiliated persons, may lead to action by the criminal justice system. Please see the BOR policy for more details: [BOR Workplace Violence Policy](#).

2.6 Weapons on Campus

For purposes of this policy, dangerous weapons is defined by SDCL 22-1-2(10), "Dangerous weapon" or "deadly weapon," any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily harm.

Possession of firearms or other dangerous weapons on the physical premises of the NSU campus is prohibited unless authorized by the institutional chief executive officer or designee. NSU executives, administrators, managers, supervisors, and employees are responsible for observing and promoting measures to establish and maintain a non-violent workplace. Additional responsibility is vested in students and visitors to the university to observe institutional regulations designed to establish and maintain a non-violent workplace.

2.7 Arrest Policy

Any employee who has been arrested or charged with or has reasonable knowledge to believe they will be arrested, charged with, or convicted of: 1.) any felony; or 2.) any crime (including misdemeanors) involving a sex offense or illegal drugs or illegal use of legal drugs shall immediately report this information to his or her supervisor. The supervisor is required to immediately report this information to the administration.

2.8 Accident/Injury on Campus

For University Employees: If you are injured and you are employed (faculty, staff student employee) at Northern State University you must complete a First Report of Injury within three business days of the injury. To report an injury, go to: [BHR Workers Comp Information](#) for further information.

Complete the report in full. Failure to report a work injury within three business days could result in denial of the claim. All claims will be thoroughly investigated by the Bureau of Human Resources.

In addition to completing a First Report of Injury, employees should report any injury to his/her immediate supervisor. Any unsafe conditions resulting in an injury should be reported immediately to Building Maintenance and the Human Resources Department.

For Non-University Employees: If you are injured and you are a visitor or if you are a Northern State University student not employed at NSU, contact the Office of Student Affairs at 626-2530.

2.9 Smoking Policy

In compliance with Executive Order 92-10, dated August 28, 1992 the South Dakota Board of Regents adopted the following policy on smoking: [BOR Smoking Policy](#).

“Violation of this policy may result in corrective and/or disciplinary action.” Executive Order: 92-10 August 28, 1992.

2.10 Drug-Free Workplace

Northern State University, in keeping with its institutional commitment to provide a quality experience for its students, discourages high-risk behavior with regard to the use of alcohol and other drugs.

Please find the BOR policy on Drug-Free Environment here: [BOR Drug-Free Environment Policy](#).

2.11 Drug & Alcohol Testing Policy

The State has implemented a drug testing procedure for applicants and employees in 1) safety sensitive positions and 2) positions requiring a commercial driver's license. Under state law, a safety sensitive position is any law enforcement officer authorized to carry firearms and any custody staff employed by any agency responsible for the rehabilitation or treatment of any adjudicated adult or juvenile. State statutes and administrative rules govern the drug testing of persons in safety sensitive positions, and these statutes and rules may be obtained from your agency's personnel representative.

The State requires that all holders of commercial drivers' licenses (CDL's) who routinely or occasionally are required to drive state vehicles requiring a CDL in conjunction with their position submit to random drug and alcohol testing procedures.

The drug-testing program is administered by the Department of Transportation. CDL holders' names are randomly drawn by the DOT for the testing. This testing is a check for alcohol and/or drugs, such as marijuana, cocaine, amphetamines and opiates.

An employee who receives a confirmed positive result from a drug test may be suspended without pay, demoted, terminated, referred to treatment, or have his or her salary reduced. If an employee is referred to treatment and the employee fails to successfully complete the treatment, the employee will be disciplined accordingly.

The rules that implement the drug-testing program also provide the procedures for collecting, analyzing and evaluating the test samples, and for the confidentiality of the test results.

2.12 Seat Belt Policy

South Dakota Law 32-38-1 states that all front seat occupants will wear seat belts. This law became effective January 1, 1995. In addition to the state law, Executive Order 88-7 requires all state employees who are driving or are passengers in state-owned vehicles covered by the state's automobile liability insurance policy to wear seat belts, both in the front and back seats.

2.13 Attendance, Absenteeism and Tardiness

Your supervisor establishes hours you will work. Your supervisor will tell you what procedure to follow if you are going to be absent from work. Tardiness, unexcused absences, abuse of sick leave, or wasting State time can be cause for disciplinary action.

Employees are expected to be on the job, on time, every day that they are scheduled to work. An employee absent from work due to illness or disability shall notify his/her immediate supervisor before he/she is scheduled to work, or as soon as possible. Employees must speak with their immediate supervisor when calling in absent. Leaving voicemails, text messages, emails, etc. are not appropriate manners in which to notify a supervisor of an absence. If an emergency situation exists, indicate the nature of the situation and the expected length of absence. In accordance with SDCL 3-6C-7, the employee shall submit a medical certificate for sick leave absences, upon the request of the Supervisor. Any employee found to have abused his/her attendance and/or benefit privileges may be subject to disciplinary action.

2.14 Children at Work

It is the policy of Northern State University that employees are not to bring children to the workplace, unless special arrangements are made with your supervisor. It is disruptive to the workplace and to fellow co-workers to regularly bring children into the workplace. Sick Leave for Care of Family may be used to care for a sick/injured child and/or family member. In the case of a serious medical condition, the Family and Medical Leave Act may be available. Please contact the Human Resources office for more information.

2.15 Dress Code

It is the purpose of this institution's dress code policy to address professionalism and safety when considering an employee's appearance and attire while at work. Employees have the responsibility to act as role models for the customers and students they serve. All employees serve as representatives of Northern State University and should strive to set a positive image for the institution.

Clothing revealing cleavage, back, chest, stomach, or underwear is not appropriate. Torn, dirty clothing (even if purchased as such) or clothing with slogans, words, terms, or pictures depicting violence or obscenities or which may be offensive to others is unacceptable.

While casual dress may be allowed, consideration should be given to dressing professionally when attending meetings, dealing with the public, and acting as a representative for Northern State University.

2.16 Acceptable Computer Use Policy

Northern State University follows the SDBOR 7:1 Acceptable Use of Information Technology Systems Policy found at [BOR Acceptable Use Policy](#).

2.17 Email Accounts

All NSU employees will be assigned an email account. The NSU email account will be used for official notification of important information regarding employment. Employees are expected to regularly review their email and are accountable for information conveyed by this means. NSU email accounts will be disabled immediately upon termination.

2.18 Cellular Phones

NSU issues or pays individual cellular phones to university representatives who are required to be in close contact with the university at all times. While cell phones are a necessary convenience of the business world, we require that our employees follow the guidelines listed below for their own and the safety of others.

Policy

All employees are required to be professional and conscientious at all times when using company phones.

Usage

It is the policy of Northern State University that representatives of our organization who are issued a cellular phone understand the phones are issued for business use only. Employees are expected to make every effort to not exceed the current contracted allowed minutes. Upon separation from employment, employees who have been supplied with a cellular phone, must return the equipment in good working condition, or assume the cost of replacement.

Cellular phone bills are reviewed when they arrive, any employee who exceeds their contracted allowed minutes is subject to additional usage review. According to Board of Regents policy, those employees being provided a cell phone that is also used for personal calls, will be assessed payroll taxes on the value of the service being used by the employee.

Discretion must be used in receiving personal calls or text messages on a cellular phone during work hours. Excessive personal calls or messaging during the workday, whether by company phone or personal cellular phone, can interfere with productivity and create a distraction for others. Personal calls should be limited to non-work time whenever possible.

Driving

NSU has a zero tolerance policy regarding using a cell phone while driving. This includes, calling, texting, emailing, etc. For the safety of our employees and others, it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone in any way.

2.19 Emergency Closing Policies and Procedures

This policy covers emergency circumstances that require closings of universities or special schools which may include, but is not limited to, inclement weather, utility failure, fire or other forced evacuations. For the purpose of this policy, canceling classes does not imply that the campus is closed. Classes may be canceled while the campus will remain open. In the event the campus is closed, notification will be provided to staff that the buildings will be closed for business.

The President, or designee, establishes the reporting procedure with the media, which include KSDN, KSFY, and KELO-TV. In addition, the Campus Alert system (see 2.22) will also be used to notify registered staff and students, by telephone, e-mail or text message.

Unless an emergency closing is announced, all employees are expected to report to work. However during inclement weather, you are to use your discretion in deciding if the commute to work is safe. In the instance that an emergency closing has not been declared, employees who do not report to work have the option of taking vacation, accrued compensatory time, leave without pay, or adjusting the work week as approved by the supervisor. Employees who feel they cannot safely reach the worksite should make arrangements with the supervisor to be absent from work. Refer to the BOR policy: [BOR Emergency Closure Policy](#).

2.20 Procedure to follow in the Event of a Bomb Threat

The person receiving the threat is to record the exact wording of the threat and the time it was received; to attempt to get as much information about the location, time, and other details as possible; immediately call 9-911 to notify the Aberdeen City Police.

2.21 Fire Alarms

The fire alarm bells signal evacuation of a building for a fire, fire drill, bomb threat, or any other reason.

Employees should close all windows and doors to their offices and leave the building immediately. Specific instructions for evacuation are provided for each building; however, the following general policy will provide direction in most instances.

When the fire alarm sounds occupants of the building are to walk (not run) down the halls and stairs in single file. They will leave the building through the closest exit to their respective areas. Sufficient room must be provided at all times on stairways and in the halls for fire fighters in case of a fire. Occupants will not stand close to the building during a fire drill. Space must be provided to allow fire-fighting equipment to enter the building. An all-clear announcement will be made before re-entering the building(s).

2.22 Campus Alert System

NSU implemented a Campus Alert Notification System for all students, faculty and staff. This service will provide critical weather-related and emergency alerts to the communication tool of your choice (such as text message, email, home or cell phone, voice or instant message) in the event of an emergency. All new employees should receive a link to register for the Campus Alert System. If you have not registered, please go to: [NSU Campus Alert](#) or contact the Human Resources Director at extension 2520 for more information.

2.23 Intellectual Property

When offered employment, all employees will sign this policy prior to the onset of his/her employment. Employees will be required to sign a new form annually at the time contracts are distributed. For additional information regarding this policy, or to view the entire policy, visit the SD BOR website at: [BOR Intellectual Property Policy](#).

2.24 Use of State Property for Private Purposes

It is strictly contrary to both state law and university regulations to use university or state properties, buildings, or grounds for the production of private income or to remove state property from buildings and grounds for personal gain or private benefit.

2.25 Solicitations

It is the policy of Northern State University, in conjunction with the NSU Foundation, to prohibit solicitation and distribution on its premises or through campus mail by non-employees and to permit solicitation and distribution by employees only as outlined below:

- NSU limits solicitation and distribution on its premises because, when left unrestricted, such activities can interfere with the normal operations of the university, can be detrimental to efficiency, and can pose a threat to security.
- All managers are responsible for administering this policy and for enforcing its provision.
- Persons who are not employed by NSU are prohibited from soliciting funds or signatures, conducting membership drives, posting, distributing literature or gifts, offering to sell or purchase merchandise or services (except by representative of suppliers properly identified), or engaging in any other solicitation, distribution, or similar activity on the university premises.
- NSU Executive Leadership Team may authorize a limited number of fund drives (currently NSU Foundation Faculty and Staff campaign and the United Way) by employees on behalf of charitable organizations or for employees' gifts.
- NSU will permit employees to engage in solicitation or distribution of literature for any group or organization, including charitable organizations, with the following guidelines:
 - Acquiring a NSU Solicitation Request form from Student Services/NSU Foundation with the appropriate signatures for approval. The solicitation and distribution of literature with appropriate approval should not interfere with working time of either the employee making the solicitation or distribution, or the targeted employee. The term 'working time' does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.

NSU maintains bulletin boards to communicate campus information to employees and to post notices required by law. An unauthorized posting of notices, photographs, or other printed or written materials on bulletin boards or any other campus property is prohibited.

Please contact the Human Resources Department if you have any questions regarding this policy. For more information regarding approval for soliciting both on and off-campus organizations and departments contact the Student Leadership office, or the NSU Foundation.

2.26 Fraud

This policy is to protect the SDBOR & NSU from employee misconduct. Please review this policy to ensure you are compliant with the policy. [BOR Fraud Policy](#).

All investigations will be conducted in confidence insofar as reasonably possible. The name or names of those communicating information about a fraudulent act and the name or names of those suspected of a fraudulent act will be revealed when required in conjunction of the investigation or legal action.

2.27 Risk Management

As part of the Bureau of Administration, the Office of Risk Management focuses on protecting the state's assets and resources by identifying exposures to loss and providing alternative methods to finance, transfer, reduce, or eliminate those losses. The office provides the following services: developing safety and loss control programs,

conducting loss control audits, educating through seminars and assistance information, and negotiating insurance coverage.

Managed by the state risk manager, the Public Entity Pool for Liability (PEPL) Fund is a funded self-insurance program, which provides coverage for general liability, law enforcement liability, public official's errors and omissions liability, automobile liability, and some medical malpractice liability. The coverage extends to all current and former employees and elected and appointed officers of the state and applies to any accident, act, error, omission, or event during the coverage period, which results in damages and arises within the scope of the employee's duties for the state.

There are, however, limits to the state's coverage. For example, the state does not pay for injuries covered by other insurance; does not pay when agencies or employees are not legally responsible to prevent accidents; does not cover liability arising out of the employee's willful and wanton misconduct including but not limited to reckless disregard for the safety of others and intentional disregard of a duty under laws, rules, policies, or regulations the employee is governed by; and maintains a limit of \$1,000,000 per occurrence.

When state employees are driving state vehicles on state business, they are covered by workers' compensation. Non-state employees who are on official business for the state are covered by automobile liability through the PEPL fund. Belongings in the vehicle are not insured by the state. When employees use their personal vehicles, their automobile insurance policy provides coverage for physical damage, loss, or liability. Both the workers' compensation and personal property coverage are the same as when operating a state vehicle. In situations where the loss exceeds personal policy limits, the state will cover the excess liability under certain terms of the PEPL agreement.

State employees are expected to promptly and properly report accidents, incidents, unsafe conditions, as well as claims made against the State of South Dakota. All accidents involving a fatality, serious bodily injury, or serious property damage should immediately be reported to Claims Associates, Inc., the state's claims adjusting service, at their 24-hour emergency number, 1-888-430-2249. All accident reporting information is located in the glove compartment or other convenient place in every state vehicle.

2.28 Social Networking Policy

Social media usage at Northern State University is governed by the same policies governing all other electronic communications. Violations of the Acceptable Use Policy, the NSU Employee Handbook, or the NSU Faculty Handbook will be handled as any other violation of an NSU policy.

Northern State University recognizes that employees may view and participate in social networking websites or similar media including, but not limited to; blogs, Facebook, Twitter, etc. during non-working hours. The use of the university network to access non-work related sites, including social media sites, during regular office hours is not acceptable and violates the NSU and SDBOR Acceptable Use Policies.

Exceptions may be made for business-related purposes. Faculty, instructors, and staff using social media sites for instructional or work-related purposes should refrain from using their personal sites for student responses and/or interaction. A separate site should be created for items relating to university business.

Employees who use social media sites are expected to refrain from presenting themselves as a representative of Northern State University or from portraying NSU in a negative manner. Employees are expected to show professionalism in any postings dealing with NSU or any people in its employ. Discretion and good judgment are expected.

Employees are expected to respect the privacy of other employees and refrain from posting photos, opinions, or other information which may portray other employees, students, NSU, or other business relationships with NSU in a negative manner.

The publication of confidential information is prohibited. If there is a question as to whether something is confidential, seek counsel from your supervisor or one of the vice presidents on campus.

Employees are expected to comply with copyright laws and avoid plagiarism. NSU trademarks and logos may not be used without prior written consent.

Any violations of this policy should be reported to the employee's direct supervisor or human resources.

2.29 Death of an Active Employee

Northern State University owes all necessary help, information and service to the immediate family of an employee who dies while actively employed. Staff and managers should respond compassionately and humanely to the family's needs.

Managers and supervisors should notify the Human Resources Department in the event of an active employee's death. Human Resources will contact the employee's family to make arrangements for life insurance payments, final paycheck, retirement and any other benefits payable to the estate or beneficiaries.

Staff in the employee's department will assist in gathering all personal belongings. Human Resources will make arrangements to return the belongings to the family.

Human Resources will submit an electronic workflow to terminate the employee in the payroll system. This will send an automatic message to NET Services to disable the employee's email account. Once disabled, an automatic reply is generated that the account is not a valid recipient. NET Services will also clear the password. As of the date of death, the account enters the "grace period;" at the end of the grace period, the account is deleted.

2.30 Whistle Blowing Policy

Northern State University requires its trustees, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The University's internal controls and operating procedures are intended to deter and prohibit activity that is contrary to University policy, or is in violation of federal, state or local laws and regulations. This policy is intended to protect any student or employee who engages in good faith disclosure of an alleged action or omission, reasonably believed to be a violation of laws, regulations, or the University's policies or procedures, by a University official or employee. Violations may include, but are not limited to:

- A violation of a federal, state, or local law;
- Fraud or financial irregularities;
- Violation of any University policy;
- Fraudulent financial reporting;

- Forgery or alteration of any documents;
- Unauthorized alteration or manipulation of computer files;
- The use of University, property, resources or authority for personal gain or for non-University-related purpose except as authorized or provided under University policy;
- Authorizing or receiving compensation for services not received or services not performed;
- Requesting reimbursement for expenses not incurred;
- Authorizing or receiving compensation for hours not worked;
- Activities endangering the health and safety of others;
- A violation of SDBOR policy

This policy prohibits retaliation in any form against an employee or student who in good faith reasonably believes and reports such alleged violations to the University's attention. However, any employee or student who knowingly makes false accusations of misconduct shall be subject to disciplinary action.

This policy also prohibits retaliation in any form against an employee or student who participates in or otherwise assists with an administrative proceeding, judicial proceeding, or investigation under this policy by the University, the Audit and Risk Management Committee of the Board of Regents, or government agencies. Any employee or student who takes any action whatsoever in retaliation against an employee or student of the University who has in good faith and with reasonable belief of a violation raised any question or concern or made a report under this policy shall be subject to discipline, up to and including termination of employment.

Any employee or student who encourages others to retaliate also violates this policy and will be subject to such disciplinary action. The University will investigate any reported violation of laws, regulations, policies, or procedures by a University official or employee. Anyone found to have engaged in such violations is subject to disciplinary action, up to and including termination of employment, subject to applicable University procedures. All members of the University community are expected and encouraged to report possible violations through appropriate University procedures published elsewhere or by contacting the Vice President supervising the university official or employee whose conduct is in question; however, anyone concerned about possible retaliation may use the special reporting mechanisms of this policy ("whistleblower reporting"). Regardless of how the report of possible violations is filed, any concern about apparent retaliation for reporting a possible violation should be reported through the procedures outlined in this policy.

REPORTING AND INVESTIGATION

This section applies both to whistleblower reporting and to reporting retaliation against whistleblowers. Reports of suspected violations can be made confidentially and/or anonymously. The University will investigate such reports, but the promise of confidentiality cannot be assured, depending on the nature of the violation and the course of the investigation. Efforts within legal limits will be made to protect the confidentiality of the source. To the extent possible, any report or complaint should be factual and contain as much specific information as possible setting forth all of the information about which the employee or student has knowledge. In conducting the investigation, the University may retain outside legal or accounting expertise.

Staff members should direct their reports under this policy to the Director of Human Resources. If the Director of Human Resources is not available, or if the staff member is uncomfortable reporting the suspected violation to the Director of Human

Resources, he or she may direct the report to the Vice President for Academic Affairs. Faculty members should direct their reports under this policy to the Vice President for Academic Affairs. If the Vice President for Academic Affairs is not available, or if the faculty member is uncomfortable reporting the suspected violation to the Vice President for Academic Affairs, he or she may direct the report to the Director of Human Resources. Students should direct their reports under this policy to the Vice President of Student Affairs. If the Vice President of Student Affairs is not available, or if the student is uncomfortable reporting the suspected violation to the Vice President for Student Affairs, he or she may direct the report to the Vice President for Academic Affairs. Supervisors and Department Chairs who receive reports of suspected violations under this policy should not investigate those reports but should forward them to the Director of Human Resources or Vice President for Academic Affairs, as indicated above.

The Vice President of Student Affairs, Director of Human Resources and Vice President for Finance and Administration and Vice President for Academic Affairs who receive reports of suspected violations under this policy should immediately forward them to the President who shall designate a coordinator to investigate the suspected violations. The procedures for investigation and for decisions regarding actions to take in light of the findings will follow other relevant university policies and procedures if the suspected violation is covered by another policy; otherwise appropriate procedures will be selected by the Coordinator after consultation with the President. The Coordinator of the investigation of the suspected violations will report findings to the President who will share findings of violations and actions taken with the Board of Regents and the Chair of the Audit and Risk Management Committee. Exceptions: If the investigation is of the President, the Vice President of Student Affairs, Director of Human Resources or Vice President for Academic Affairs who receives the report should forward the report to the Board of Regents who shall designate a coordinator whose consultation on procedures will be with the Board of Regents, and the decision on action will be made by the Board of Regents.

Staff members may submit an anonymous complaint utilizing the campus Maxient system incident reporting link found here: [Incident Report](#)

2.31 Service Animal/ Pet Policy

Service animals are animals trained to assist people with disabilities in the activities of normal living. The Americans with Disabilities Act (ADA) definition of service animals is "...any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair or fetching dropped items." If an animal meets this criteria, it is considered a service animal regardless of whether it has been licensed or certified by a state or local government or training program. Their service for the individual with a disability entitles them to access of public places and common areas. Under the new ADA standards, miniature horses are recognized as service animals. They must meet the same criteria as service dogs. Individuals with disabilities who use a service animal on campus are not required to register with Disability Services, but should inform the supervisor and Human Resources.

Other than service animals, NSU does not permit employees to bring their household pets to work. Animals may pose a threat of infection and may cause allergic reactions in other employees. Some employees may feel threatened or be distracted by the presence of animals.

Section 3

EMPLOYEE CLASSIFICATIONS

3.0 General

Proper classification of employees is important to administering salaries, determining eligibility under SDBOR's employee benefits plan, and complying with employment and tax laws. SDBOR offers regular full-time and regular part-time employment, and may offer temporary employment opportunities to meet a variety of staffing requirements and accommodate employee needs and preferences. All employees, whether regular full-time, regular part-time, or temporary, are classified as exempt or non-exempt for overtime and minimum wage requirements.

3.1 Employee Definitions

A. Regular Full-Time Employee – In accordance with SDCL 2-14-2(12), a regular full-time employee is an employee who is employed by the university to work a predetermined schedule of at least forty (40) hours per normal workweek and has completed his/her training period. A regular full-time employee may be exempt or non-exempt and may be eligible for the following benefits which may be paid by the employer or by the employee. These benefits will be explained in section 7.

Benefits

Sick Leave

Annual (Vacation) Leave

Personal Leave/Bereavement Leave (5 days bereavement allowed per family member)

Holiday Pay

Military Training Leave

Health Insurance

Dental Plan

Vision Plan

Life & Disability Plan

Supplemental Life Insurance

SDRS Retirement

Family Medical Leave Act (FMLA) (if applicable)

Reduced Tuition (if applicable)

Longevity

Life Insurance

B. Regular Part-Time Employee – A regular part-time employee is an employee who regularly works fewer than forty (40) hours per week but twenty (20) or more hours per week and has completed his/her training period. A regular part-time employee may be exempt or non-exempt and may be eligible for the following benefits which may be paid by the employer or by the employee. These benefits will be explained in section 7.

Benefits

Sick Leave – on a prorated basis

Annual (Vacation) Leave – on a prorated basis

Holiday Pay – prorated

Personal Leave/Bereavement Leave – (5 prorated days bereavement leave allowed per family member)

Military Training Leave

Health Insurance

Dental Plan

Vision Plan
Life & Disability Plan
Supplemental Insurance
SDRS Retirement
Family Medical Leave Act (FMLA) (if applicable)
Reduced Tuition (if applicable)
Longevity
Life Insurance

- C. Part-Time Employee** – A part-time employee is an employee who works fewer than twenty (20) hours per work week and has completed his/her training period. A part-time employee may be exempt or non-exempt and is not eligible for benefits.
- D. Seasonal or Temporary Employee** – A seasonal or temporary employee is an employee who is employed by the agency for a specified period of time or for the duration of a specified and definable project. A seasonal or temporary employee may be exempt or non-exempt and is not eligible for benefits.

3.2 Employee Classifications

- A. Non-faculty Exempt** – The title “non-faculty exempt” means this group of employees are not faculty but are exempt from the State Career Service System. These are employees who perform administrative and professional support functions.
- B. Career Service Employee** – Employees whose positions are covered by the provisions of the Career Service Act that became law in 1973. They include professional, technical, clerical, labor, and trade positions. The positions are classified and the salaries are set in accordance with the state Bureau of Human Resources system.

3.3 Non-exempt and Exempt Status

- A. Exempt Status** - Exempt employees are not subject to federal and state overtime requirements. An employee is exempt if determined to be an executive, an administrative or professional employee, a computer specialist, or an outside sales representative as defined by the Fair Labor Standards Act.
- B. Non-exempt Status** – Non-exempt employee are entitled to overtime pay of at least one-and-one-half times (1½) his/her regular rate for hours worked in excess of 40 in any work week. Any employee who is not classified as exempt is non-exempt.

3.4 Training (Probationary) Period

New employees of the state must complete a probationary period when they begin employment. The probationary period lasts for the first 1,040 regular hours of work, excluding overtime. This amounts to six months for full-time employees who have not taken leave without pay during the probationary period. At any time during the probationary period, either the employee or the employer may choose to end the employment relationship.

Purpose of Training Period

The training period is an intrinsic part and extension of the employee selection process during which the employee will be considered in training and under careful observation and evaluation by supervisory personnel. Generally, this period will be utilized to train and evaluate the employee's effective adjustment to work tasks; conduct; observance of rules; attendance; and job responsibilities. The training period will be six (6) months for all new employees.

If, at the conclusion of the employee's training period, the employee's performance and employment conditions have been satisfactory in all respects in the opinion of

supervising personnel and such satisfactory performance has been documented through a satisfactory performance appraisal, and advancement to an employee classification is deemed mutually advantageous to the agency and the employee, the employee shall then be advanced to the appropriate employment status. However, in the event the employee does not meet the qualifications of the position, such employment may be terminated if either the agency or the employee feels this is the appropriate action.

During the probationary period, you are an at will employee who can be dismissed for any reason, at any time. Your only right to appeal a termination during the probationary period is on the basis of a prohibited form of discrimination.

Career Service employees - Full-time employees are evaluated, informally, at the end of the probationary period and then again annually in December. Following successful completion of the probationary period, you achieve status as a Career Service Employee.

Non-Faculty Exempt employees – may have a formal review of their performance at the end of the six month probationary period. NFE staff are evaluated annually in February.

Transfer of Employment

If an employee transfers from one agency to another after the completion of his/her first six-months of employment, that employee would not have a new training period.

3.5 Classification System

Following a review of the duties, responsibilities and authority, your position has been classified into a group of positions of similar nature called a class. A pay grade is established for each classification. Copies of class specifications are available on the Bureau of Human Resources website ([BHR Class](#)) or the Human Resources Office.

As you read your class specification, you may notice that some of the duties you may be required to perform are not listed and some things in the list are not a part of your job. This is because a class specification is meant to be descriptive, not restrictive. In other words, the duties listed are only general; examples of the work performed by employees in your classification.

If at any time you feel you are consistently performing duties that fit another class specification you are encouraged to notify your supervisor or the Human Resources Department. You will then need to go online to <https://yourfuture.sdbor.edu> to complete an online reclassification form. Procedures on how to update a position description can be found on the Human Resources webpage under MyNSU. After completing your portion of the questionnaire, it will be forwarded to your supervisor so that the supervisor's section can be completed. Once the form is completed by you and your supervisor; it is forwarded to the Classification & Compensation department at the Board of Regents. The Class & Comp department will conduct a desk audit to review your position for the correct classification. The Class & Comp department will make a recommendation for reclassification. The Board of Regents makes the final determination. For additional information contact the Human Resources Department at 626-2520.

Section 4

RECRUITMENT AND SELECTION

4.0 General

It is the policy of SDBOR to recruit and fill job vacancies with the most qualified applicant for the position. NSU has two methods of recruiting qualified applicants to fill job vacancies: internal and external. If in the best interest of the university, promotions or transfers of individuals already employed with the university shall be given first consideration. This consideration however, does not entitle the individual to an automatic promotion or transfer. If in the event an internal promotion or transfer is not in the best interest of the university, management may hire externally from outside the agency.

All selections shall be based on merit and fitness to fill the job vacancy. All recruitment efforts are based upon equal employment opportunity and conducted without regard to age, race, color, religion, creed, national origin, sex marital status, disability, veterans status, pregnancy, gender, ancestry, medical condition, and/or any other protected group status.

4.1 Guidelines

The Human Resources office provides guidelines to search committees during recruitment. These guidelines have been created to assist in ensuring equal employment opportunity and to ensure adherence to the Affirmative Action Plan outlined by the SDBOR.

4.2 Job Descriptions

When job openings occur, all hiring managers must adhere to the following procedures to ensure fast and efficient filling of an open position. As with all other aspects of its selection and hiring process, SDBOR makes every effort to ensure equal employment opportunity for all individuals and abides by the EEO and nondiscrimination provisions of all applicable federal, state, and local laws.

- A. **Hiring Manager's Responsibilities** – When filling a job vacancy, the manager to whom the position reports must ensure that an accurate up-to-date job description exists for an open position. A Position Control Form must then be completed by the Hiring Manager, Department Head, or Vice President via DocuSign.
- B. **Management Review and Approval** – After receiving a Position Control Form, management should review the form for completeness and accuracy and make sure that the position is authorized under the department's current budget. The department should draft an effective job advertisement and attach to the Position Control form. The Position Control form then moves through the electronic signing in DocuSign.
- C. **Job Description Requirements** – In drafting a job description for both existing and newly created positions, the hiring manager must go through the online application system to review/update/create the job description. Hiring managers should be alert to the need to revise and update job descriptions for any existing position whose duties, activities, or requirements have been changed or modified since the last description was prepared.
- D. **Post-Requisition Procedures** – The Human Resources Department is responsible for ensuring that the job description and Position Description Form have been completed. Once both documents are in order, Human Resources notifies the hiring manager and initiates recruitment activities, such as internal postings,

external advertisements, or other recruitment efforts. All postings and other recruitment efforts must include notices indicating that SDBOR is an equal opportunity employer.

4.3 Job Announcements

All Career Service positions will be announced by the Human Resources Department under one of the following four forms:

- **Open/Competitive** - Vacancies announced as open/competitive to all current employees as well as the public.
- **Department Promotional** - These jobs are open only to permanent, probationary and/or status employees who work in the designated department or a specific classification.
- **Statewide Promotional** - These vacancies are open to all status or state employees.
- **Institutional Promotional** - These vacancies are open to all status employees of NSU.

Job announcements are posted on the SD Board of Regent's web site (<https://yourfuture.sdbor.edu>) and with the SD Department of Labor Aberdeen Office. Applicants must apply using the online application found on the Board of Regent's Employment Opportunity page. Contact the Human Resources Department for more information.

4.4 Disability Preference

Disability preference is extended to disabled individuals who have the knowledge and skills required for the position. Disabled applicants requesting preference through the South Dakota Department of Vocational Rehabilitation and the Bureau of Human Resources will be certified for an interview.

4.5 Veterans' Preference

Individuals who have served active duty in the armed forces of the United States and meet the definition of a veteran as defined in SDCL 33-17-2 may be eligible for veterans' preference. Applicants must provide form DD214 to receive preference.

PLEASE NOTE: All applicants, including current NSU employees, will be required to submit a complete online application for each job announcement. Applicants should be advised to check all announcements for testing requirements and deadlines.

4.6 Background Checks

Background checks are utilized for all open positions at Northern State University. Current Northern State Employees without a background check in his/her file may be subject to a background check if applying for an open position. The background check verifies degrees, certifications, and past employment to ensure accuracy of the information provided and to ensure the candidate meets or exceeds the job requirements.

4.7 Official Transcript Requirement for Employees

For all positions that require the completion of a College/University degree to gain employment, the employee/prospective employee must provide an official transcript. The transcript will be used to confirm that the degree was conferred. The transcript shall, at a minimum, be from the institution that granted the degree that qualifies the applicant for a position.

1. During the search process, the Human Resources Director or his/her designee will inform search committees that an official transcript is required for those positions requiring a college/University degree. This requirement will also be listed in the search committee guidelines document. The search committee will make every effort to make certain all applicants are aware of this requirement.
2. Other than emergency hires, the individual chosen to be hired must provide an official transcript prior to a contract being issued.
3. In rare cases, extenuating and unusual circumstances will be reviewed by the Director of Human Resources and appropriate modifications to time lines may be made.

4.8 Transfers and Promotions

Career service vacancies are published on the yourfuture online application system. Probationary and status employees are eligible to apply for a transfer or promotion on a competitive basis.

Section 5

PERSONNEL RECORDS

5.0 Personnel Records

The Vice President for Academic Affairs (Provost) or designee is responsible for maintaining the official personnel records of all faculty. The Vice President for Finance and Administration is responsible for the official personnel files of all Non-faculty Exempt and Career Service employees. The Human Resources Director is designated by the Vice President of Finance and Administration to be responsible for maintaining the personnel records of all non-academic employees, applicants, adjuncts, and student employee payroll records, etc.

Employees may review their own personnel files by making an appointment with the appropriate office as identified above. The employee shall be provided copies if requested and may be required to pay the actual cost for making, certifying and compiling those records. Requests by employees to review or receive copies of the personnel files shall be complied with as soon as possible or within five working days from the date of request.

Unless required for grievance or litigated matters, all Non-Faculty Exempt and Career Service personnel records of Northern State University pertaining to applications for employment, to personnel investigations, performance appraisals, and other personnel-related materials shall be held confidential. An employee's name, title, salary, institution and department number may be confidential. An employee's name, title, salary, institution and department number may be released upon request. Additional information may only be released upon written permission signed by the employee or if traditionally released or required by management needs of the state higher education system. The costs of producing this information may be assessed by the originator to the requestor of the information. Requests for departmental, institutional, or system-wide salary data shall omit name identification unless justified in writing as to specific need.

Additional information may also be released to a party outside the institution requesting a professional reference, so long as the following conditions are met:

- A. The person giving the reference has a reasonable basis to believe that the person making the request has authority to obtain a reference on behalf of a prospective employer, granting agency or other entity that may properly seek such information.
- B. The person giving the reference has a reasonable basis to believe that the reference shall be used for a legitimate end, related to employment, education, funding or other customary academic purpose.
- C. The person giving the reference makes a written memorandum noting the identity of party making the request, the basis under paragraphs A and B for giving the reference and the date and means used to provide the reference; which memorandum should be retained in the departmental files for a period of three years.

5.1 Internal and External Dissemination

Additional Information may also be released to a party outside the institution requesting a professional reference, so long as the following conditions are met:

- A. The person giving the reference has a reasonable basis to believe that the person making the request has authority to obtain a reference on behalf of a prospective employer, granting agency or other entity that may properly seek such information.

This authority shall be in writing by the agency requesting such a reference as defined in statute below.

Prospective Employer Request – SDCL 60-4-12. Presumption of good faith disclosure of employment information to prospective employers. Any employer or agent of the employer who, in writing, discloses information about the job performance of an employee or former employee to a prospective employer of that person at the written request of the prospective employer or the employee or former employee is presumed to be acting in good faith and, unless lack of good faith is shown by clear and convincing evidence, may not be held liable for the disclosure or its consequences. Any written response to the written request shall be made available to the employee or the former employee upon written request. For purposes of this section, the presumption of good faith is rebutted upon a showing that the employer or agent of the employer:

- a) Recklessly, knowingly, or with a malicious purpose, disclosed false or deliberately misleading information; or
 - b) Disclosed information subject to a nondisclosure agreement or information that is confidential under any federal or state law.
- B. The person giving the reference has a reasonable basis to believe that the reference shall be used for legitimate end, related to employment, education, funding, or other customary academic purpose.
- C. The person giving the reference makes a written memorandum noting the identity of the party making the request, the basis under paragraphs A and B for giving the reference, and the date and means used to give the reference; which memorandum should be retained in departmental files for a period of three years.

5.2 Copy Charges

The costs of producing this information may be assessed by the originator to the requestor of the information.

5.3 Accuracy of Employee Information

To ensure that NSU's personnel files are up-to-date and contain accurate, complete information, employees are required to notify his/her supervisor of any changes that need to be made in the following categories: name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievements, or individual to notify in case of an emergency.

Section 6

Hours of Work, Payroll & Compensation

6.0 Employee Forms

Federal law requires that new employees complete an I-9 form on, or before, their first day of work. Employees are also required to complete a W4 form. To verify your ability to legally work in the United States, you must provide documentation of your identity with a photo ID (such as a driver's license) and your U.S. Citizenship (your original Social Security card, a certified copy of your birth certificate, or a U.S. Passport). The directions for completion of the I-9 form contain a total listing of approved documents. If you are not a U.S. citizen, you will need to bring all your employment eligibility documents.

6.1 Standard Workweek and Workday

A forty-hour work week is standard for most departments. General working hours are from 8:00 A.M. to 5:00 P.M., Monday through Friday, with a one-hour lunch. Summer hours are from 7:30 A.M. to 4:30 P.M., beginning the Monday after spring graduation and will end in August; the week prior to in-service. Notification of specific dates will be e-mailed to employees each year. Certain operations require different hours or rotating schedules for weekend assignments. The calendar work week is from 12:01 A.M., Sunday to midnight the following Saturday. Hours in excess of forty hours per week may constitute overtime, and must be authorized by the supervisor.

6.2 Break Periods

Employees receive a one (1) hour non-paid break for lunch and two (2) paid twenty minute breaks; one in the morning and one in the afternoon. Rest breaks are counted as actual hours worked and **may not** be accumulated for time off. Breaks are not guaranteed to the employee. Employees must be available to return to their work areas, if necessary, during the rest break. Occasionally, workload may preclude a rest break. It is the responsibility of the supervisor to schedule breaks that do not disrupt the regular operating procedures.

Supervisors will establish working hours and schedules for each employee. Tardiness, unexcused absences, abuse of sick leave, or wasting State time can be cause for disciplinary action.

6.3 Pay Period, Pay Deductions, and Direct Deposit

Board of Regents employees are paid on the last working day of each month. The pay cycle is from the 22nd of one month to the 21st of the next month. All payroll payments must be directly deposited into a financial institution of your choice. Employees may choose more than one account for electronic deposit. This direct deposit policy can be found on the NSU web site at: [Direct Deposit Form](#).

Emails will be distributed (with the password information) to the electronic pay stub, which summarizes pay and deductions. This email serves as your paystub which can be used to verify income/employment. Pay day is the last working day of the month.

6.4 Pay Options

Northern State University Faculty or Exempt staff on less than a 12-month appointment must elect payment of their contract over 12 pay periods.

Should an employee on an extension of pay periods terminate employment, salary due will be paid in full with the final paycheck. Under no circumstances will employer-paid insurance benefits extend beyond the last pay period of active status.

6.5 Time and Leave Reporting

All NSU employees are required to complete an electronic timesheet each month on the University's SNAP portal. The electronic timesheet can be found at <https://portal.sdbor.edu>. Employees will login with their single sign on username and password. CSA employees will be required to enter the number of hours worked each day, in compliance with the Fair Labor Standards Act. Faculty and Non-Faculty Exempt employees are only required to submit the electronic timesheets indicating exception time entry for leave purposes each month.

Employees requesting leave must complete a separate Leave Request form on the SNAP portal prior to the month the leave will be taken. Once approved, this leave time will automatically populate the timesheet.

Supervisors are required to review each employee's timesheet for accuracy, make necessary corrections, and approve in a timely manner. Intentional falsification of time sheets may result in disciplinary action.

SNAP Portal

All employees will need to log into the SNAP portal system to retrieve the following information including:

- Direct Deposit
- Pay Stub
- Job Details
- Leave Details
- Employee Directory
- Update Emergency Contacts
- Time Reporting

The SNAP portal can be accessed at <https://portal.sdbor.edu>. You will need to enter your User ID and password

All employees are STRONGLY ENCOURAGED to review their information to ensure it is accurate.

All questions regarding online timesheets should be directed to the Human Resources Department.

6.6 Standard Payroll Deductions

- **Federal Income Tax:** The amount deducted is determined by your tax bracket and the number of deductions you claimed on your withholding (W-4) form.
- **Social Security (FICA):** The U.S. Congress sets this percentage. The current deduction is 6.20%.
- **Medicare:** The U.S. Congress sets this percentage. The current deduction is 1.45%.
- **Re-employment Insurance:** Employees are covered under the provisions of the Employment Security Law of SD. Under this law, employees who become unemployed or whose working hours are reduced to less than full time, are eligible for unemployment benefits provided that:

1. They are able to work; and

2. They must meet eligibility requirements.

The South Dakota Unemployment Insurance Law provides that non-professional school employees shall be denied unemployment insurance benefits if the individual was employed at the end of the present school term and there is reasonable assurance the individual will again be employed during the next school term. Employees working less than full time or become unemployed, and are available for work, should register for work and file a claim for benefits at a state employment office.

- **South Dakota Retirement System:** This deduction is only for those employees with appointments to permanent positions lasting at least 6 months, 50% time. The current deduction is 6%.

The benefits provided by the South Dakota Retirement System are:

- Early Retirement Benefits
- Normal Retirement Benefits
- Family Survivor Benefits
- Disability Benefits

For additional information regarding your retirement benefits contact the Human Resources Department, the South Dakota Retirement System (605-773-3731), or you can view more information at [SDRS Site](#).

6.7 Voluntary Payroll Deductions

Several deductions have been authorized by the Board of Regents for benefits eligible staff and will be made at your request.

- Supplemental Retirement Plan (SRP) - SDRS
- Dependent Health Insurance
- Dependent Life Insurance
- Supplemental Life Insurance
- Additional withholding for Federal Income Tax (FIT)
- Flexible Benefits: *Dental, Vision, Major Injury Protection, Hospital Income Protection, Short Term Disability, Aflac, Long Term Care Insurance*

Other Payroll Deductions

- Tax Sheltered Annuities
- NSU Foundation
- United Way

6.8 Holiday Pay

Holidays, as defined in Policy 8, are considered leave, and therefore, holiday hours will not count as hours worked for purposes of computing overtime. All overtime-eligible employees who work at least one shift or are on approved paid leave during the calendar week in which the holiday falls are eligible for holiday pay. An employee who is on leave without pay for the entire week when a holiday occurs will not receive holiday benefits. Employees who are newly hired into the system and who begin work the day after a holiday will not receive the holiday pay hours.

As provided by South Dakota law, an employee must be compensated with time off or cash reimbursement for holiday hours. An employee who is required to work on a holiday may be compensated in one of two ways: Take off an equal number of hours at a later date, or receive straight time paid in cash for an equal number of hours.

For example, overtime eligible employees who work 32 or more hours in a week when an eight hour holiday is observed will be paid straight time for the “extra” hours over 32 and up to 40. If an overtime eligible employee actually works more than 40 hours, exclusive of the eight holiday hours, time and one-half will be paid for those hours over 40.

Part-time employees will receive prorated holiday pay depending upon the average number of hours they have worked in the previous three months of their appointment.

The State of South Dakota recognizes the following federal holidays:

New Year’s Day	January 1
Martin Luther King, Jr. Day	 third Monday in January
Presidents’ Day	 third Monday in February
Memorial Day	last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	first Monday in September
Native American Day	second Monday in October
Veterans Day	 November 11
Thanksgiving	fourth Thursday in November
Christmas	 December 25

If a holiday from the list falls on a Saturday, the preceding Friday is observed as the paid holiday. If a holiday falls on a Sunday, it is observed on the following Monday.

6.9 Absence for Religious Holidays

Northern State University permits absences from work for employees to participate in religious observances. Employees are responsible for giving supervisors a notice of at least two weeks that they will be taking time for this purpose. Employees are also responsible for informing supervisors how this time will be handled. Three options are available:

- a. Take time off as paid vacation;
- b. Take time off without pay;
- c. Make up for lost time during the same week as the holiday occurs.

Contact the Human Resources Department (626-2520) if you have any questions on religious observances.

6.10 Overtime/Compensatory Time Off

Overtime will be computed as actual hours physically worked in excess of 40 hours per week. Overtime will commence with the 41st hour worked in the workweek. In computing overtime hours, holiday, administrative, and leave hours will not be considered as hours worked.

Employees who are required to work more than 40 hours in one week and are in a position that is subject to the Fair Labor Standards Act (FLSA) will be compensated by a combination of overtime and compensatory time at the rate of one and one half times the hourly wage. All hours worked must be recorded on the timesheet so that compensatory time off is calculated properly and recorded. All overtime hours must be approved by the supervisor prior to being worked. Cash payment for overtime worked must receive advance authorization from the Human Resources Department and the Vice President for Finance and Administration. Compensatory time may be accumulated to a maximum amount of 80 hours.

6.11 Alternative Work Schedules

It is the goal of the state of South Dakota and the Board of Regents to provide employees with a work environment that allows them to balance work and life activities. As an employer, the SDBOR recognizes the need for flexibility in scheduling to provide employees the opportunity to participate in family and community activities. To achieve this goal, employees and supervisors may be allowed to use alternative work schedules. Alternative work schedules will enable managers to meet their program goals and provide better customer service while, at the same time, allowing employees to be more flexible in scheduling their personal activities.

Within guidelines, it is the policy of the state to provide employees the opportunity to request the hours of work that suit their individual needs.

6.11.1 Alternative Work Schedules Available

- A. **Flexible work schedule** - With supervisory approval, employees may request alternative starting and stopping times during the workweek. The starting and stopping times and the lunch period are fixed for the duration of the flexible schedule unless the supervisor discontinues or temporarily suspends the flexible work schedule. Salaried employees on a flexible work schedule may be required to work additional hours or adjust their schedule to meet the requirements of their position.
- B. **Flextime** – With supervisory approval, employees may occasionally modify their daily work schedule. Adjustments may be made at any time to allow employees flexibility in their schedule during the week. Hourly employees must make up hours flexed at a different time during the work week. Hourly employees who are unable to make up hours flexed during the work week must take either paid or unpaid leave. Salaried employees may not flex an entire day.
- C. **Work Adjust** – Work adjust is adjusting hours for work performed outside the normal work schedule to meet the requirements of the agency. Work adjust is intended for short-term changes to an employee's schedule to meet workload requirements. Work adjust applies to hourly employees and is not appropriate for salaried employees.

6.11.2 Eligibility for Alternative Work Schedules

Supervisors will work with employees and attempt to accommodate their scheduling requests. Alternative work schedules, however, may not be available to every employee at any time because of customer service requirements and workload requirements. If alternate work schedules are not possible, the supervisor should explain why the request for an alternative work schedule cannot be honored.

6.11.3 Guidelines

Offices will be open during the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, including the noon hour. Service to both internal and external customers must be maintained during those hours. Rest periods are a normal part of the work schedule and cannot be accumulated or be included as a basis for a flexible work schedule. A lunch break of at least 30 minutes of uninterrupted time is recommended.

6.11.4 Responsibilities

Teamwork among employees and management is an important factor in implementing alternative work schedules and achieving positive benefits associated with alternative work schedules. Meaningful work must be

available for the employee during the entire alternate work schedule. Supervisors and employees are mutually responsible for ensuring successful alternative work scheduling programs.

A. Supervisors shall:

1. Ensure adequate, not minimal, staff is available to serve the needs of the public. Both internal and external “customer” needs will be considered to determine adequate staffing.
2. Ensure that alternative work schedules are administered consistently and equitably.
3. Ensure alternative work schedules do not cause or contribute to the need for additional staff or overtime work.
4. Ensure work that requires regular supervision or essential interaction with other staff is scheduled when supervisors and interacting staff are available.
5. Ensure the work site has adequate supervisory and management coverage at all times.

B. Employees shall:

1. Plan and organize their time to meet the job requirements established by the supervisor.
2. Participate in the resolution of conflicts between the job and the alternative work schedule and inform the supervisor when coverage is not adequate.
3. Be able to meet workload requirements and be available for scheduled conferences and meetings. The requirements of the job always take precedence over the alternative work schedule.
4. Not engage in excessive socializing prior to the beginning of their workday when employees are already engaged in their work schedule. This can be disruptive to the work patterns of employees with earlier starting times.
5. Non-exempt employees shall record actual hours worked for each day on the time sheet.

6.11.5 Procedures for Requesting an Alternative Work Schedule

A Request for an Alternative Work Schedule (AWS) form must be completed by the employee and submitted to the supervisor for approval if the employee wants to participate in a flexible work schedule and can be found with the following link: [Alternative Work Schedule](#). A copy of this form should be sent to your Human Resources Director to be placed in the employee’s personnel file. A form is not required to participate in occasional flextime.

6.11.6 Changes to Work Schedules

Alternative schedules do not alter the responsibility and authority of supervisors to establish and change work schedules without prior notice. Supervisors may discontinue or temporarily suspend alternative work schedules when necessary. Alternative work schedules may also be altered if work needs change or if service is impaired.

To ensure an opportunity for all employees to request an alternative work schedule and to ensure the schedule remains workable for the employee and NSU, requests for flexible work schedules should be reevaluated at least every three months.

6.12 Inconvenience Pay

A Career Service (CSA) employee who has left his/her normal place of work or his/her residence and is unexpectedly required to return to work prior to the start of the next regular shift, shall be guaranteed a minimum of three (3) hours pay regardless of hours actually worked. Time will be recorded on the employee's electronic time sheet under 'Inconvenience Pay'. The employee must manually enter the three hours.

Up to three (3) hours of inconvenience pay hours (not actually worked) will be compensated as straight time and will not be used to calculate overtime.

Employees who are called in prior to the beginning of their scheduled shift and are allowed to continue working through the shift are not eligible for inconvenience pay. Only the hours actually worked are used in the computation of overtime.

6.13 Overload/Adjunct/Online Teaching

On occasion Northern State University has opportunities for current staff to accept paid overload, adjunct, or online teaching assignments. Because this type of assignment and reimbursement is in addition to the primary position and salary, overloads and continuing education classes must be scheduled outside the regular day, and in no way interfere with regularly assigned responsibilities.

As such, NSU is instituting a policy regulating the number of overload, adjunct, or online teaching credits an administrative or staff employee can effectively teach each semester. Effective August 22, 2009 administrative and staff employees (this does not include unit faculty members) will not be allowed to accept overload, adjunct, or online teaching credits exceeding 10% of annual salary (or the equivalent of a 4-credit class) per semester. This includes each summer session for 12-month employees.

Faculty overload contracts are covered under the Shared Governance policy as well as the faculty handbook. However, with regards to online teaching, faculty will be unable to accept online teaching assignments exceeding 10% of annual salary during the regular school year. When faculty is off contract, additional online teaching assignments may be accepted.

6.14 Exempt Non-Faculty Salary Administration

Salary increases are governed by legislative authorization and policy of the Board of Regents. No individual is guaranteed an increase on an annual basis. All adjustments to an employee's salary are subject to approval of the Executive Director and the Board of Regents.

Guidelines for NFE Salary Administration can be found on the BOR website at this link: [BOR NFE Salary Administration Guidelines](#).

6.15 CSA Salary Administration

The compensation program for employees in Judicial, Legislative and Executive (including Higher Education) branches of state government will attract and retain quality employees with competitive total compensation based on relevant labor markets. The compensation program will be administered with fairness, equity and sound fiscal discipline. The program will reinforce a productive work climate and a culture of accountability. It will encourage employees to make the State their employer of choice, and encourage employees to progress in their careers with the State.

The state's compensation philosophy can be found here: [Compensation Philosophy](#)

6.15.1 Salary Increases That May Be Approved Outside of Salary Policy

- A. **Reclassification Raises** – Raises are allowed for employees who are reclassified to a higher pay range. The amount that may be given is up to ten percent or the minimum of the new pay range, whichever is greater. Back pay will be allowed retroactively to the initial reclassification request date. The reclassification request date is the beginning of the pay period following the employee's signature on the position reclassification request. Please see the System policy at [Reclassification Information](#) for detailed information on Reclassification and Grievances of Reclassifications.
- B. **Promotional Increases** – Increases on a promotion are limited to ten percent or the minimum of the new salary range, whichever is greater. Employees who promote into supervisory positions may receive an increase of more than ten percent if their new salary will be below their subordinates' salaries. Any increases over ten percent or the new minimum of the salary range, whichever is greater, must have prior approval of the Director of Human Resources and the Director of Classification & Compensation.
- C. **Probationary Raises** – After the completion of the probationary period, up to a five percent raise may be allowed. Increases given under this circumstance must be approved by the Director of Human Resources and the Director of Classification & Compensation. Probationary increases are not appropriate for employees who have promoted or transferred into other positions within state government. The employer may extend the probationary period in accordance with ARSD **55:01:18:25**.
- D. **Lateral Transfer Increases** – Transfers occur when neither a promotion nor demotion is involved. If an employee competes for a position in the same pay grade and is selected, the appointing authority may request an increase. Prior approval must be obtained for salary increases on lateral transfers by the Director of Human Resources and the Director of Classification & Compensation. Automatic increases on a lateral transfer are not guaranteed.
- E. **Out-of-Class Pay** – Out-of-class pay is allowed when an employee must serve in a higher-level position for more than five consecutive working days. The pay is set at either five percent or the minimum of the out-of-class range, whichever is greater. The employee must assume the essential functions of the higher level position before out-of-class pay can be approved.
- F. **Additional Duties Pay** – Temporary and permanent additional duties pay will be allowed. Additional duties pay is limited to five percent. Each situation will be reviewed to determine if the additional pay is justified. In some situations, an employee is assigned more work; however, the employee is still working their normal schedule. In other words, 40 hours of work is 40 hours regardless of the tasks performed. If overtime is approved for an hourly employee, the employee is being compensated through payment for all hours worked. Because employees are compensated for all hours worked, there should be more justification for additional duties pay than the volume of work.

6.15.2 Salary Increases That Are Not Allowed

- A. **Pay Grade Change** – Increases to move an employee's salary to the minimum of the range is mandatory. Further increases on a pay grade

change require prior approval by the Director of Human Resources and the Director of Classification & Compensation. The reclassification process will be closely monitored so that pay grade changes are not treated as reclassifications.

- B. Increases Six Months after Promotion or Reclassification – Increases after six months of service in a different position are not allowed. Employees, who are promoted, demoted, laterally transferred, reclassified, or who enter the career service with no break in service will not be given another increase in six months.

6.15.3 Other Salary Increases That May Occur

There will be circumstances in which a salary increase is necessary but does not fall within one of the categories of allowed increases. Should an instance occur, please contact the Director of Human Resources.

Employees who are on a work improvement plan will receive the annual salary adjustment after successful completion of the work improvement plan.

Employees whose performance is not acceptable due to the reasons for disciplinary action will receive the annual salary adjustment after successful resolution of the problem. Employees in this circumstance will receive their annual salary adjustments the next time a performance appraisal is conducted or when the problem is successfully resolved.

6.16 Compensation for CSA Temporary Hire Policy

Department managers and supervisors must follow the same policies for setting salaries of newly hired temporary employees as for employees in permanent positions. Temporary employees must be paid at least the minimum of the salary range for which they have been hired.

6.17 Compensation for CSA Seasonal Hire Policy

Seasonal employee will be paid in accordance with the seasonal pay policy.

6.18 On-Call Time

Employees may be required to report to work in their off hours on short notice. If calls to perform work are so frequent or the readiness for work conditions are so restrictive that the employee is not really free to use the intervening periods effectively for his own benefit, the time must be considered hours worked.

Time spent on-call is considered hours worked if the employee is required to remain on the employer's premises or at a location specified by the employer. Employees who use beepers, cell phones and other communicating devices are considered to be not working, and the hours are not compensable. When employees are called out on a job assignment, only the time actually spent working is considered as hours worked.

Inconvenience pay for up to three (3) hours may be required. Employees who live at the work site are not eligible for inconvenience pay.

6.19 Job Related Training

Attendance at conferences, workshops, meetings, or classes is considered hours worked if the State pays travel expenses, registration fees, or tuition or if the employee is not required to take annual leave or leave without pay or to adjust the work schedule. This policy applies to any training for which the State pays, including night classes and continuing education at universities or adult education classes sponsored by high schools, unless all of the following conditions are met:

1. Attendance is outside of the employee's regular working hours;
2. Attendance is in fact voluntary and not directed or suggested by management;
3. The course, lecture or meeting is not directly related to the employee's job; and
4. The employee does not perform any productive work during such attendance.

If all of the above criteria are met, the training need not be counted as hours worked.

Reduced tuition allowed by SDCL 3-20 does not constitute proof of job relatedness for purposes of determining whether such training should be counted as hours worked.

More information on reduced tuition can be found here: [Reduced Tuition](#).

6.20 Travel Time/Meeting Time

➤ Career Service Employees

Time spent in travel will be counted as hours worked and recorded on the employees' time sheet. Layovers at airports where the employee is not free to pursue personal interests is also included as time spent in travel and counted as hours worked.

Actual meeting time outside of the normal work schedule is also considered hours worked. Hours in which employees are free to do as they please and time spent relaxing and sleeping are not compensable.

Social activities at conferences outside of normal working hours are not considered working time unless the employee has been directed by management to attend the activity for the purpose of hosting guests or fulfilling a work-related function. For example, if management has directed an employee to coordinate and host a banquet as part of the institution's obligation at a conference, those hours are considered working time. If a volunteering employee attends a banquet at a conference and does not have an assigned role, the hours are not compensable.

➤ Non-faculty Exempt Employees

Away from Home community (More than one day)

Employees whose positions require them to travel and be gone overnight should be compensated for any travel time that occurs during their regular work hours any day of the week. For example, if an employee regularly works 8:00 A.M. to 5:00 P.M., Monday thru Friday, travel time during these hours is considered work time whether it occurs on a weekday or on Saturday and/or Sunday. Time spent in travel outside of regular work hours is not considered work time.

One-Day Assignments in another City

Employees who regularly work at a fixed location, but may be required to travel to another city for a one-day assignment (but NOT be gone overnight), should be compensated for the hours spent in travel. However, regular meal time would be deducted as well as any "home-to-work" time which may be involved.

NOTE: If it is for voluntary professional development, the department pays for regular work hours, not travel time; fees are paid at discretion of departmental management. If it is a required trip, the department pays for work time, as well as any fees or additional expenses in accordance with the University fiscal policy.

If the combination of work time and travel time is more than 40 hours in one work week, the time is paid at 1 – ½ times the hourly rate of pay.

6.21 Expense Reimbursement

NSU shall reimburse employee for travel expenses incurred by employee while traveling on official state business. Reimbursements will be based on authorized per diem rates in place at the time of travel.

6.21.1 General Travel

A. State vehicle use:

1. State-owned vehicles are available for state-related business travel. State-owned vehicles are to be used and occupied exclusively by authorized persons on official state business. The vehicles shall not be used for commuting to and from an employee's office and residence.
2. State-owned vehicles are not to be at an employee's residence for any reason. Vehicles must be picked up from the campus fleet upon departure and are to be returned promptly to campus upon return from state business.
3. It is the drivers' responsibility to wash the vehicle, fill with gas and return the keys to facilities management to ensure the vehicle is ready for the next user.

B. Personal vehicle use:

1. If there are no state vehicles available in Aberdeen, an employee may drive his/her own vehicle and be reimbursed at the high mileage rate. The employee must obtain documentation from NSU's fleet manager confirming there are no state vehicles available from any state agency in Aberdeen.
2. If an employee chooses to take his/her own vehicle and there are state vehicles available, employees will be reimbursed at the low mileage rate.
3. Whenever a personal vehicle is used for state travel, regardless of the reason, the State PEPL fund coverage does not extend coverage to a personal vehicle and the employee's personal insurance is the primary source of coverage.

C. If the employee is the only staff member who must attend a meeting outside of Aberdeen, he/she may be reimbursed both for using his/her own vehicle (at the appropriate rate); and for his/her motel room if the employee stays overnight. The employee's mileage reimbursement will be based upon direct routes to and from the destination.

D. When traveling by air, please review the Travel web page on the MyNSU site:

[Travel Page.](#)

6.21.2 Mileage/Per Diem/Lodging

Current mileage, per diem and lodging rates can be found on the [NSU Travel Page](#)

6.22 Longevity Pay

Longevity pay is a reward for years of service to the State of South Dakota. It is a way to recognize experienced and dedicated state employees. Longevity pay is based on the total number of years worked for the state. The years of service need not be continuous. Longevity pay begins in the employee's seventh year of employment. The longevity pay schedule can be found here: [Longevity Pay Schedule.](#)

The following guidelines will be used to administer payment:

- A. All benefits eligible part-time and full-time employees, with the exception of faculty, are eligible to receive longevity payment. Non benefits-eligible part-time employees are not eligible for longevity pay.

- B. Employees must have seven years of total service to be eligible.
- C. Each eligible employee will receive longevity pay in the month in which their employment anniversary date falls.
- D. Employees who are on a termination vacation leave at the time of their longevity payment due date are eligible for payment even though they are no longer actually working for the state. Employees may not be placed on leave without pay for all or a portion of the time needed to reach their longevity payment date.
- E. Employees who retire, are laid off, or die prior to their fiscal year longevity payment date are eligible for a prorated payment. The proration is based on the number of full calendar months since the last longevity check was received. For example, if an employee's 21st year longevity payment for FY2003 is due January 10, 2003, and the employee retires on August 1, 2002 the employee will receive a prorated FY2003 longevity check. The amount of the check will be \$210 and is calculated by dividing the 2003 fiscal year payment for 21 years of service by the number of complete calendar months served since the previous longevity check was issued. In this example, the calculation is \$420 divided by 6/12ths complete months of service (February through July) and is equal to \$210. If a retired or laid off employee is rehired prior to the actual longevity payment date, please contact the Director of Human Resources to prevent the automatic generation of another longevity check.

6.23 Longevity Pins

For ten or more total years of service, employees receive a lapel pin of the great seal of South Dakota. Pins are awarded at five-year increments: 10, 15, 20, 25, 30, and 35 years. Longevity pins are presented at the annual Employee Recognition event.

Section 7

Benefits

7.0 General

Employees in a permanent position who customarily work 20 hours or more per week and at least six months a year are covered by the State Group Health and Life insurance plan. Covered employees' dependents are also eligible for the coverage at the employees' expense and may be included under one of the plan options. Employees may choose to opt-out of the State Health Plan if proof of coverage under another group health plan is provided. Annual enrollment typically happens May 1 through May 15 for coverage effective July 1 of the new fiscal year.

7.1 Health Insurance

The State of South Dakota offers Health Plan options that provide comprehensive medical coverage for the eligible employees and his/her dependents. Regular full-time and regular part-time employees working a minimum of 20 hours a week are eligible for health benefits under the state health insurance plan on the 1st day of the month following the employee's hire date. Covered employees' dependents are also eligible for coverage at the employee's expense.

Employees may choose to opt out of health coverage provided by SDBOR. Employees who opt out of SDBOR health coverage will not be reimbursed monetarily for his/her portion of the health coverage premium. SDBOR assumes no liability or responsibility for the adequacy or inadequacy of the insurance coverage or other medical bills or expenses not otherwise covered by this plan.

Please refer to the Summary Plan Description at [State Benefits Plans](#) for more details.

7.2 Life Insurance

There are three types of life and accidental death & dismemberment insurance coverage available under the Group Term Life Plan for eligible employees. They are:

- A. Basic Coverage – This \$25,000 insurance policy is provided by the State at no cost to employees. This is a term policy that is not available upon employment termination.
- B. Supplemental Coverage – This insurance is available for additional coverage for employees only at the employee's expense.
- C. Dependent Coverage – This \$10,000 insurance policy is for coverage for the employee's spouse and eligible dependents at the employee's expense.

For more information on the State's Life Insurance plans, please view visit: [Life Insurance](#).

Employees who have supplemental life insurance coverage may be eligible for the base Long Term Care (LTC) insurance. Employees may have the option to purchase additional LTC at their own expense.

7.3 Long Term Care Insurance

An insurance policy that will pay for a portion or perhaps all of the care costs associated with someone who has lost the ability to perform at least two of six Activities of Daily Living (ADL). These include: bathing, dressing, toileting, transfer, eating, and continence.

7.4 Dental & Vision Care Plans

- A. Dental Care Plan – This plan provides benefits to employees when a covered individual incurs eligible dental expenses. This plan is at the employee's expense. A Base Plan or an Enhanced Plan may be selected
- B. Vision Care Plan – This plan provides benefits to the employees when a covered individual incurs eligible vision expenses. This plan is at the employee's expense.

These plans are optional plans of the employee's choice. The employee is therefore 100% responsible for the cost of these plans. For more information on the State's dental and vision plan, please visit [Dental & Vision Plans](#).

7.5 Short-Term Disability Insurance

The state offers a supplemental Short-Term Disability plan at the employee's expense. The Short-Term Disability Income Protection Plan provides benefits to eligible employees for up to a total of 12 months (365 days) if the employee becomes totally disabled while covered under this plan. Employees are totally disabled if, due to sickness or injury or both, you cannot physically perform the material and substantial duties of your State job or any other job or occupation. For more information on the State's Short-Term Disability plan, please view [Short-Term Disability](#).

7.6 Hospital Indemnity Plan

The Hospital Indemnity Plan provides a daily benefit of \$125 per person when an employee or a covered member of the employee's family is hospitalized as an inpatient because of sickness or injury when certain conditions are met. Benefits may also be available if hospitalization occurs as an outpatient in an observation room for at least six (6) hours. This benefit is at the employee's expense. For more information on the State's Hospital Indemnity Plan, please view [Hospital Indemnity Plan](#).

7.7 Critical Illness

Critical Illness is coverage designed to protect you and your covered family members if you are diagnosed with a major illness. This type of plan provides you with extra funds to meet the demands that come with critical illness health emergencies, which often prove to be costly. For more information on the State's Major Injury Plan, please view [Critical Illness Plan](#).

7.8 Supplemental Insurance

The SDBOR offers various AFLAC options for the employee should the employee want additional supplemental coverage. Please contact the Director of Human Resources for the AFLAC representative in the employee's prospective area.

7.9 Health Savings/Flexible Spending and Dependent Care Expense Spending Accounts

- A. **Medical Expense Spending Account** – Allows employees to set aside tax-free dollars and/or flex credits for use during the plan year. Employees then are able to receive reimbursements, from his/her account, to pay for eligible medical expenses incurred by the employee or eligible family members during the period of coverage. Eligible health care expenses that are not covered by any insurance or form of compensation are eligible for reimbursement through the Medical Expense Spending Account.
- B. **Dependent Day Care Spending Account** – Allows employees to set aside tax-free dollars from each paycheck to pay for eligible expenses for the employee's children

or other dependents who need care while the employee, or employee and spouse, are at work.

- C. **Health Savings Account** – Allows employees to set aside tax-free dollars into an account to be used for out-of-pocket medical expenses. Health Savings accounts are only allowed in conjunction with high-deductible plans.

For more information on the State's Spending Accounts, please view [HSA/FSA/Dependent Care](#)

7.10 COBRA – Continuing Health Care Coverage

The federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and state laws provide employees and their dependents the opportunity to temporarily continue medical, dental, and life insurance coverage when certain specific events, called qualifying events, would normally result in the loss of coverage. Under COBRA, the former employee or dependent pays the full cost of coverage at the University's group rates plus an administrative fee.

In the event of an employee's termination of employment or reduction of hours, the employee, spouse, and dependent children are entitled by law to purchase continuing health care coverage and other health coverage under the state group plan for up to 18 months. If the employee or any family member is disabled, the disabled individual and non-disabled family members are entitled to an additional 11 months of continuation coverage. In the event of an employee's death, divorce, or legal separation, or a retiree losing coverage under state's group plan, the spouse and dependent children of the employee or retiree have the option of purchasing continuing coverage under agency's group health plan for up to 36 months.

Qualifying Events for COBRA Coverage

You can continue benefits coverage under COBRA if you lose coverage due to one of the following qualifying events:

- Termination of employment (for reasons other than gross misconduct)
- Layoff
- Change in employment status causing employee's loss of eligibility to participate in the group benefits plan (e.g., reduction in hours to below 50% time or change to ineligible job class)
- Loss of eligibility as a dependent child (due to age, student or marital status, or change in financial support)
- Death of covered employee
- Divorce or legal separation from employee
- Termination of registered same-sex domestic partnership

Due to one of the qualifying events above, your **medical coverage will end on the last day of the month** in which the pay period that includes the qualifying event ends. Your **dental, life, and disability coverage will end on the last day of the pay period** in which you actively worked or were still employed in a position eligible for benefits.

To Continue Coverage

If you lose coverage, the Bureau of Human Resources will notify you of the option to continue coverage within 10 days after employment ends and provide you with a Request for Continuation of Coverage form. If coverage for your dependent ends because of divorce, legal separation, termination of domestic partnership, or any other change in dependent status, you or your covered dependents must notify the Plan within 30 days. To qualify, you must have been covered as an eligible employee or dependent on the day before the qualifying event.

In most cases, you have 60 days from the date of the qualifying event to elect continuation coverage. Continuation coverage is effective following the date of loss of your group coverage. However, you may experience a gap in coverage due to cancellation of benefits if you wait up to 60 days before applying for COBRA continuation. Electing early will avoid disruption in your coverage.

Duration of Coverage

You and your dependents may continue the group medical and/or dental benefits until the earliest of the following:

- 18 months following loss of coverage (qualifying event; termination, layoff, or reduction in hours of employee).
- You become covered under another group health plan that does not contain any exclusions or limitations for pre-existing conditions that apply to you or your dependents.
- You or your dependent becomes entitled to Medicare benefits after electing continuation coverage (only for the individual(s) who become entitled to Medicare (under Part A, Part B, or both)).
- You fail to pay the rate of your coverage within the grace period after the due date.
- The University discontinues coverage for all of its employees.
- 36 months following loss of coverage (qualifying event: loss of dependent child status, or the employee's entitlement to Medicare [under Part A, Part B, or both]).
- Coverage would have terminated had the employee lived (qualifying event: death of employee).
- Coverage would have terminated if no divorce (qualifying event: divorce or legal separation from employee).

In order for SDBOR to meet its legal obligations in providing continuing health care coverage, all employees must inform his/her supervisor within 60 days of a change in status such as divorce, or legal separation or when a dependent child reaches 18 years of age, if no longer in school or 29 years of age, if in school. For more information, click here; [COBRA](#).

7.11 South Dakota Retirement System

All staff members who are employed at least 20 hours per week and six months during the fiscal year are members of the South Dakota Retirement System (SDRS). Members of the system contribute six percent of their total compensation to the system and Northern State University makes an equal contribution of six percent.

The benefits provided by the South Dakota Retirement System are:

- Early Retirement Benefits
- Normal Retirement Benefits
- Family Survivor Benefits
- Disability Benefits

The SDRS offers a supplemental retirement benefit in which the employee has the option to participate. For additional information regarding your retirement benefits view [SDRS](#). You can contact the South Dakota Retirement System at (605) 773-3731 or Human Resources Department should any information be requested.

Rule of 85 (Special Early Retirement)

You can retire as early as age 55 and receive full monthly lifetime retirement benefits immediately if you meet certain credited service requirements. The table below shows the combinations of age and credited service that will produce a full benefit if you retire early and begin receiving monthly lifetime payments immediately.

Age	55	56	57	58	59	60	61	62	63	64
Years of Credited Service	30	29	28	27	26	25	24	23	22	21

For more information about Special Early Retirement contact the Human Resources Director.

7.12 Tax Sheltered Annuities

Employees are authorized to participate in tax-sheltered annuities. Such employees may authorize the University to reduce their taxable income and purchase an annuity for their benefit from the proceeds. Tax sheltered annuity contributions can be set up through the Retirement Manager website. The university will withhold the amount designated from the salary of the employee. Contact the Human Resources Department for more information.

7.13 Family Status Changes

The Internal Revenue Service defines a Family Status Change as a change in marital status, death of a dependent, birth or adoption of a child, termination of employee's or spouse's employment, or any other event as defined by the applicable IRS regulations.

The effective date for a family status change is the first of the month. The month the family status change is effective is determined by the date during the payroll cycle that your family status change is approved by the Bureau of Human Resources.

Employees must log into the [Life Events Page](#) and go to the Life Events section to make changes to your benefits. Changes must be made within 30 days of the life event.

7.14 Workers' Compensation

The South Dakota Worker's Compensation Program is administered by the Bureau of Human Resources. Worker's Compensation is an insurance program that pays medical and disability benefits for work-related injuries and diseases.

Law requires that an employee report all work-related injuries or occupational diseases to their supervisor immediately. Any employee involved in an on-duty accident or occupational disease shall immediately report the accident; the circumstances of the injury, exposure, or disease; and any physical injury(ies) sustained; and complete the online First Report of Injury within three (3) business days at [Workers Compensation](#). The Human Resources department can assist employees completing the form if needed.

The employee shall not be entitled to physician's fee or any compensation which may have accrued prior to the time of giving notice, unless it can be shown that:

1. The employer, the employer's agent, or representative had knowledge of the injury or death, or
2. The employer was given written notice after the date of the injury and the employee had good cause for failing to give written notice within the three business-day period which determination shall be liberally construed in favor of the employee.

If you are entitled to benefits and do not receive them within 20 days, contact the SD Bureau of Human Resources at (888) 585-5075.

If you fail to report your claim on time, it may be denied. All claims will be thoroughly investigated by the Bureau of Human Resources. Failure by a supervisor to report a claim may result in a Class II misdemeanor to the supervisor.

Time Reporting – Supervisors with an employee absent from work because of an on-the-job accident will be required to record all hours worked for non-exempt employees and days worked for exempt employees, as well as regularly scheduled hours not worked or days not worked, on the time sheet while the employee is absent from work.

Compensation and Benefits – In cases where workers' compensation reimbursement is paid and in accordance with SDCL 3-6-8.2, if an injured state employee's workers' compensation benefits are not equal to his salary, he/she may, notwithstanding any provision in 3-6-8.1, use sick pay or vacation pay in an amount necessary to make up the difference between his salary and the workers' compensation benefits. SDCL 3-6-7.1 prohibits accrual of sick leave while receiving workers' compensation. Employee will be required to provide sufficient certification or signed medical release to return to work.

For additional information, contact the Human Resources Department or the SD Bureau of Human Resources at (605) 773-3148.

7.15 Annual Vacation Leave

- A. Accruing Vacation** – Accrual of vacation begins on the first day of employment. Vacation leave shall be earned and credited to regular full-time employees at the rate of 10.00 hours per month and may accumulate a maximum of 240 hours if employed fifteen (15) years or less, or at the rate of 13.34 hours per month and may accumulate a maximum of 320 hours if employed more than fifteen (15) years, provided all other necessary provisions of this article have been met. Regular part-time employees will accrue his/her vacation on a prorated basis based on the number of hours the employee works. The accrual date for vacation is based on the employee's anniversary.
- B. Scheduling of Vacation** – Vacation leave must be scheduled with the employee's supervisor at the earliest possible time prior to the use of such leave. Leave must be approved by the supervisor before the individual goes on leave. Employees are required to use the Leave Request system for requesting time off.
- C. Termination of Employment** – In accordance with SDCL 3-6-6.2, any employee who retires or voluntarily resigns may terminate his employment at the end of his accrued vacation period or receive a lump-sum payment for the unused vacation time which has accrued as of his/her final day on the payroll. However, if the employee dies, payment for the accumulated leave of absence for vacation time shall be paid according to SDCL 3-8-8 to 3-8-11, inclusive. CSA employees should provide a minimum of two weeks' notice prior to termination. NFE employees should provide a minimum of three weeks' notice. Proper notice of termination allows time to plan for absences and will ensure eligibility for rehire. Employees retiring or terminating at age 55 or older will have their accrued vacation sent to the SDRS Supplemental Retirement plan.
- D. Leave of Absence without Pay** – Employees granted unpaid leave of absence will not accrue any leave for that pay period(s).
- E. Donated Leave** – See 7.16 item F.
- F. Family Medical Leave** – To see benefits related to Family & Medical Leave as well as the State's Paid Medical Leave, click here: [FMLA Leave](#).

7.16 Sick Leave

Benefits eligible, full-time employees earn 9.34 hours of sick leave each month. There is no limit to the number of sick leave hours you can accumulate. Sick leave may be granted for personal illness or disability, pregnancy, eye or dental care, required medical examinations, counseling or treatment at approved centers for alcohol or drug abuse, or psychiatric care. Employees who are on approved leave, except terminal annual leave, and become injured or seriously ill may use sick leave.

Benefits eligible employees who work less than full-time (i.e.: part-time employees or employees on leave without pay) shall accrue prorated sick leave. An employee may take sick leave as it is accrued.

The Human Resources Director has the authority to investigate misuse of sick leave. Fraudulent use of sick leave will be charged to leave without pay. Misuse of sick leave may be cause for disciplinary action.

Leave balances are available on the SNAP portal at any time. The balances are updated monthly after the monthly payroll has been run.

- A. Sick Leave Pay** – Sick leave benefits shall be paid at the employee's regular rate of pay at any time the leave is taken.
- B. Using Sick Leave** –An employee absent from work due to illness or disability shall notify his/her immediate supervisor before s/he is scheduled to work, or as soon as possible. If an emergency situation exists, indicate the nature of the situation and the expected length of absence. If an employee is absent two (2) consecutive days without proper notification, s/he will be considered to have voluntarily resigned his/her position. In accordance with SDCL 3-6-7, all absences for sickness shall be supported by a medical certificate upon the request of the Director of Human Resources and/or the immediate supervisor. Any employee found to have abused his/her sick leave privileges may be subject to disciplinary action.
- C. Carry-Over of Sick Leave** – Sick leave benefits not used during the calendar year in which they were earned may be carried over and used during the succeeding calendar years.
- D. Advanced Sick Leave** – If you have exhausted all your annual and sick leave and if you have completed one year of service in a leave-accruing position, you may request an advance of up to 224 hours of sick leave. Employees requesting advanced sick leave will be required to submit their request in writing to their supervisor, along with the signed advanced sick leave request form and a statement from their doctor stating medical necessity. This request must be approved by University Administration before such advanced leave will be granted. Employees may also be eligible for Paid Medical Leave for his/her own illness once their accumulated sick leave balance is under 80 hours. See the full policy here: [Paid Medical Leave](#).
- E. Leave of Absence** – Employees on a leave of absence without pay do not accrue sick leave benefits.
- F. Donated Leave** – Employees may donate annual and sick leave to co-workers who qualify. For every four hours of vested sick leave (7 years of leave accrual) or one hour of annual leave donated, one hour of leave will be credited to the recipient. The donating employee may donate his annual leave in excess of 80 hours or his sick leave in excess of 120 hours.

An employee may receive donated vested leave if the following requirements are met:

1. He/She is employed in a permanent position for at least one year and is eligible for the accumulation of leave under South Dakota Codified Law.
2. He/She has been certified by a physician as:
 - terminally ill and unable to return to work; or
 - suffering from a life threatening illness which prevents him from working for at least 90 consecutive days;
3. He/She has made a written request for and obtained the approval of the commissioner to receive donated leave;
4. He/She has applied for any other public disability programs for which he may be eligible and
5. He has exhausted all of his leave benefits.

Donated leave benefits cease after 2,080 hours of donated leave have been used by an employee who is terminally ill, after 1,040 hours of donated leave have been used by an employee who is suffering from life-threatening illness or injury, when other public disability benefits have been approved, or upon the death of the recipient employee. The rate of payment of donated leave is the recipient's current base pay. Sick and annual leave may not be accrued by a recipient employee on donated leave.

G. Restrictions of Donated Leave – In accordance with SDCL 3-6-8.5, any donation of leave may be restricted as follows: (1) The donating employee may only donate leave to an employee who is at the same or lower pay grade as the donating employee; (2) The donation may be denied based upon funding considerations within the agency, at the discretion of the commissioner.

H. Termination – In accordance with SDCL 3-6-8.3, every state employee, who has been continuously employed in a permanent position by the State of South Dakota or any department or agency thereof for at least seven (7) years prior to the date of his/her retirement, voluntary resignation, layoff, termination for inability to perform job functions due to physical disability or death, shall receive payment for one-fourth of the unused leave of absence for sickness which has accrued as of his/her final day on payroll. Such payment may not exceed the sum of four hundred eighty (480) hours. However, in the case of death of the employee, payment for such accumulated leave of absence for sickness shall be paid as provided under the provisions of SDCL 3-8-8 to 3-8-11.

7.17 Maternity/Paternity Leave (Paid Family Leave) & Paid Medical Leave

Paid Family Leave (PFL) is a new benefit for state employees. This benefit provides eligible state employees with 12 weeks of paid leave following the birth or placement of a child for adoption. PFL is intended to help provide parents with the means to spend critical bonding time with the child. PFL does not deplete an employee's accrued sick or vacation leave.

All benefits eligible staff who have completed six months of continuous employment are eligible for PFL.

Full-time employees who have been employed by the state for a continuous period of six months are entitled to 480 hours of paid family leave per week for up to twelve weeks following the birth or placement of a child for adoption. Part-time employees will receive prorated hours.

Timesheets should reflect the type of leave taken; please make sure to mark all maternity/paternity leave as FMLA – Paid Family Leave.

Paid Family Medical Leave – Paid Family Medical Leave is a benefit for employees who are on FMLA for reasons other than childbirth/adoption and have less than 80 hours of accrued sick leave available and have missed more than three consecutive work days due to their FMLA qualifying event.

Must be employed a minimum of one year and worked at least 1,250 hours to be eligible. For more information, click here: [Paid Family/Medical Leave](#).

7.18 Administrative Leave

Employees who are on administrative leave will be paid the leave hours at straight time regardless of other hours worked during the week. Administrative leave will not be counted as hours worked for overtime purposes.

In accordance with 55:01:22:14, administrative leave shall be granted in the following situations, allowing an employee to receive compensation for the hours that the employee would normally have worked with no loss of leave.

- A. An office is administratively closed;
- B. An employee is a member of a volunteer fire department or ambulance service and is called to duty during working hours;
- C. Pending an investigation of charges made against an employee upon which disciplinary action could be taken; and
- D. For any other purpose that has been requested in writing and approved by the commissioner.

The appointing authority shall grant administrative leave hours as straight time off at a later date, cash payment, or compensatory time at the regular hourly rate to employees who are required to work when an office is administratively closed. If an office remains open and an employee is not able to reach the worksite, the employee must use annual leave, compensatory time, or leave without pay.

If an office is administratively closed, employees eligible for overtime who are required by their supervisor to remain at the work site must be granted either:

- A. Time off at a later date equal to the number of hours the employee worked when the office was closed in addition to payment for hours actually worked, or;
- B. Straight time pay or compensatory time equal to the number of hours the employee worked in addition to payment for actual hours worked when the office was administratively closed.

7.19 Jury and Witness Duty

In some instances, employees may receive court and jury leave for time spent testifying in court or serving on a jury. Employees in permanent positions are eligible for court and jury leave. The employee shall immediately notify their supervisor if the employee expects to be absent from work due to court and jury obligations. Absences will be administered as follows:

- (1) **Testifying in official capacity.** If the employee is subpoenaed by either party to testify in any civil or criminal proceeding because of the employee's official capacity or is instructed by the supervisor to testify in an official capacity without being subpoenaed, the employee shall receive the employee's regular salary without loss of leave credits and may receive actual expenses according to state rates, but may not receive witness fees. The appointing authority and the Bureau of Human Resources shall determine if the employee is testifying in an official capacity.
- (2) **Subpoenaed to testify in non-official capacity.** If a state employee is subpoenaed to testify in court in a non-official capacity and is not a party to the case, the employee shall receive the employee's regular salary from the state

without loss of leave credits for the time spent testifying during regular working hours and may receive, in accordance with SDCL 19-5-1 or any comparable federal law, witness fees and mileage from the party who issued the subpoena. However, the employee may not take court and jury leave for travel time or time when the employee is not reasonably expected to testify regardless of whether the employee has been subpoenaed for that period of time. If the employee is absent from the workplace while not testifying, the employee must use vacation leave or leave without pay. This leave must be requested in advance and is subject to the supervisor's approval.

(3) **Party or witness not subpoenaed to testify.** If an employee is a party to or witness who has not been subpoenaed, the employee must use vacation leave or leave without pay. This leave must be requested in advance and is subject to the supervisor's approval.

(4) **Service on jury.** If a state employee is summoned to serve on a jury, the employee shall receive the employee's regular salary without loss of leave credits for the time spent on jury duty during regular working hours and the per diem and mileage provided for by SDCL 16-13-46 or any comparable federal law. The commissioner may decide any question as to whether an employee is eligible for court and jury duty leave.

7.20 Military Leave

When employees are called to active duty, they are entitled to be reinstated to their former position or a similar position without loss of pay, seniority, or status.

Permanent employees are entitled to Military Training Leave of up to 15 days (120 hours) per calendar year. Employees requesting military leave for training must obtain a written order from the commander of their reserve or National Guard unit indicating dates of the training period. This notice is to be submitted to your supervisor at least 15 calendar days prior to the date of your departure for training.

7.21 Voting Time

SDBOR employees whose work schedule does not enable time to vote during the times the polls are open shall be allowed up to two (2) consecutive hours to vote. Such time shall be treated as regular work time for the purposes of pay and accrual of leaves.

7.22 Family and Medical Leave Act (FMLA)

The Federal Family and Medical Leave Act of 1993 (FLMA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to 'eligible' employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer (if there are at least 50 employees within 75 miles) for at least one year and for 1,250 hours over the previous 12 months.

Reasons for Taking Leave:

FMLA leave must be granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care (this leave must conclude within 12 months of the birth or placement);
- to care for the employee's spouse, son or daughter (who is under eighteen years old, unless the son or daughter is not capable of self-care due to mental or physical disability), or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Paid Versus Unpaid Leave

See the following Board Policy regarding Paid FMLA - [BOR FMLA Policy](#).

Advance Notice and Medical Certification

The employee may be required to provide advance leave notice and medical certification. FMLA leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is 'foreseeable'.
- An employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Job Benefits and Protection

For the duration of FMLA leave, the employer must maintain the employee's health coverage under any 'group health plan'. The employee must pay his or her share of premiums, and, if the employee fails to pay the premium, coverage will cease. If the employee is on leave without pay, the employee must contact the Human Resources to make arrangements for the timely payment of premiums. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Failure to Return to Work

If an employee fails to return to work after FMLA leave is exhausted, the employee may be subject to disciplinary action or termination due to inability to perform the essential functions of the job. The full policy can be found at the SDBOR's website [BOR FMLA Policy](#).

7.23 Leave of Absence without Pay

Employees are eligible for leave without pay even if you have annual leave or sick leave accumulated. Prior permission must be obtained from your supervisor. While on leave without pay, you will not accumulate leave.

Employees who are absent from duty shall report the reason to their supervisor as soon as possible. Deduction of pay shall be made for unauthorized and unreported absences.

7.24 Employer-Paid Group Insurance for Employees on Leave Without Pay or Temporary Reduction to Less than Full-Time Employment

The full policy can be found at the SDBOR's website [Leave without Pay and Benefits](#).

7.25 Exempt Employee Professional Development Leave

The full policy can be found at the SDBOR's website [Employee Development](#).

Section 8

Health, Education and Promotion

8.0 General

State employees have several opportunities to become more actively aware of their personal health and health-related issues. Since the state is self-insured, health care claims directly affect the amount of dollars which are available for state employees' salaries. Employees play an active role in monitoring and controlling health care costs.

8.1 Health Screenings

Health screenings must be completed annually by the employee and covered spouse for any of the four health insurance offerings. Employees are responsible for scheduling their health screening annually with their provider. Each screening should include: blood pressure, total cholesterol, High Density Lipoprotein (HDL), total cholesterol/HDL ratio, body mass, HbA1c test, body mass index, carbon monoxide and waist-to-hip ratio.

8.2 Health Assessment

State employees and spouses covered by the State Health Plan are required to complete a health assessment each plan year. The health assessment helps in identifying chronic conditions and/or risk factors which may lead to serious health conditions. Failure to complete the health assessment could lead to a reduction in benefits.

8.3 Health and Lifestyle Management Programs

State employees and spouses have access to a number of programs designed to help identify health risks, manage diseases, improve the quality of self-care provided at home, and save on out-of-pocket, co-payment and deductible expenses. To be eligible for the lowest deductible plan, employees must complete the annual requirements. Check the [Benefits Home Page](#) each year to ensure what needs to be done. Employees can find information on the LiveWellSD programs here: [LiveWellSD](#).

8.4 Other Health Benefits

Other health benefits include: an annual flu vaccine for benefited employees and their dependents who are participants in the State Health Plan and a weekly Benefits Newsletter.

8.5 Employee Assistance Program (EAP)

The Employee Assistance Program (EAP), is sponsored by the South Dakota State Employee Benefits Program and Administered by ComPsych® and GuidanceResources®. This service is offered at no cost to benefit-eligible employees and their spouses, dependents and household members.

This service is confidential and no information will be given to Northern State University personnel unless you sign a written consent.

For more assistance, please call EAP at the hotline number (833) 955-3403. [Employee Assistance Link](#) to review more information on the EAP. .

8.6 Training

Employees are encouraged to bring their training requests and needs to the Human Resources Department.

Section 9

Employee Services

9.0 Parking Permits

In order to park on campus, employees must purchase a parking permit available in the Parking Office in the Physical Plant building, located west of the Barnett Center. Parking permits can be purchased online at [NSU Parking Permits](#). For more information, call 626-2561.

9.1 NSU ID Cards

NSU Identification Card - Contact the Information Technology department to arrange for an NSU ID card. This will be a photo ID that will allow you to use the Library, Barnett Center, Intramural Student Recreation Center (ISRC), Campus Food Service and other facilities on campus.

The NSU ID Card will also be used as your state travel identification card. If you are traveling within the state of South Dakota and are utilizing the state's lodging discount, you will need to bring your NSU ID Card as proof of state employment. The NSU ID Card will be surrendered once you leave the university.

9.2 Travel Reimbursement

If your job requires you to travel away from your home station, you will be reimbursed for food and lodging in accordance with state rates. Travel reimbursement forms may be found on MyNSU, Employee Resources, Travel Links.

9.3 Campus Post Office

The NSU Campus Post Office is located on the first floor of the Student Center. Personal letters and packages can be mailed using the USPS. Cash and/or cards are acceptable payment. Campus post office hours are 10:00 a.m. – 2:00 p.m. Monday-Friday. For more information on the services they have to offer, call 626-2656.

9.4 Food Service

Food Service is available in the Student Center, Einstein's in Thunder's Lair (in the Student Center), and the P.O.D Market and Papa Johns Pizza on the first floor in Great Plains East. For more information, visit: [Campus Dining](#) or call 626-2928.

9.5 Library

The Williams Library is located south of the Student Union. Career Service and non-faculty Exempt employees may use all resources of the library. An NSU ID is required to check out books. The resources include circulation of books and bound journals, reference service, and inter-library loan service. Library hours and information can be found here: [NSU Library](#) or call 626-3018.

9.6 Barnett Center

The Barnett Center has hours set aside for NSU employees. Certain hours of the day you will find NSU employees playing basketball, swimming, lifting weights, using the exercise bikes, or walking/running on the indoor track. The locker rooms are open and available. Call 626-7738 for more information.

9.7 Intramural Student Recreation Center (ISRC)

The Intramural & Student Recreation Center (ISRC) in Dacotah Hall is a student fitness center featuring a variety of cardiovascular & strength training equipment. This center also features 2 exercise rooms on the upper level, a gymnasium, and locker rooms. Faculty and Staff can access the facility from 6am-1pm Monday through Friday

during the school year and unlimited times during weekends and summer break free of charge.

9.8 Copy & Fax Machines

A Xerox machines is available in the Library for personal use. A fax machine is available in the Student Development office (located on the 2nd floor of the Student Union) for personal use. There is a fee for using these machines.

9.10 Educational Benefits

All full-time staff under the control of the Board of Regents, with at least one full year of employment, may take up to three hours per week of job related class work, with no makeup time required. Requests for this opportunity must be approved by a supervisor or the Division/Department head,

If more than three hours are taken for class time, your supervisor must approve of this and assume that all job requirements are being met. The maximum credit hours during a semester are six (6) and space is limited to availability after all full tuition paying students have been registered.

9.11 NSU Committees

NSU has a number of committees on which employees may serve. Employees may receive an email looking for volunteers to fill openings on any committees. You may also be contacted directly about filling a committee opening.

Staff Council – The Staff Council will serve as an advisory group representing all Non-Faculty Employee (NFE) and Civil Service Employee (CSE) staff to improve campus climate by conducting productive meetings and offering ideas for positive and constructive changes on the NSU campus.

Search Committees

NSU uses search committees during the hiring procedure for most positions. Search committee members as well as search committee chairs and/or co-chairs are typically selected by the dean or department head. Agreeing to serve on a search committee is a commitment on the part of those chosen to assist in the search process. If elected to a search committee you will be required to read the search committee guidelines and sign a document that you have read and understood the process. Search committee procedures can be found on the NSU website on the HR web page.

9.12 NSU Gold Passes

Employees who retire with 15 or more years of service at Northern State University are issued a NSU Gold Pass. This pass will give the retiree and one guest free general admission to all NSU home athletic and fine arts events.

9.13 Food Services

This policy applies to food purchases other than the reimbursement for travel per diem.

- A. State Accounts** - No food can be purchased from state fund accounts (Index codes starting with a "51").
- B. Registration Fees** - Food purchases for an event such as a camp, conference, or banquet where fees have been collected from participants to cover the food costs are allowable. University or state funds cannot be used to pay for meals included in a registration fee for an employee attending at their home station.

- C. Grant Funds** - Grant funds can be used to purchase food if specifically outlined and approved in the grant award.
- D. Institutional Representation Funds** – Funds are available to the president and vice presidents for hospitality purposes, including food.
- E. Agency or Foundation Funds** - These sources can be used to purchase food, subject only to the limitations placed on them by the funding agency. NSU agency funds are assigned index codes that begin with “57.”
- F. Local Funds** - Purchases of food and beverages may be allowed out of local accounts if the foods are provided for activities involving current students, prospective students, or the public. Activities such as recruiting, student orientation, or student recognition events are examples of activities for which food could be purchased. Food purchases for student organizations funded by the General Activity Fee would be allowable provided that the budget approved by the Student Budget and Appropriations Committee (SBAC) includes a food line item. Justification and documentation must be submitted with the requisition before a purchase order will be issued.

Section 10

Performance Evaluations

10.0 Performance Evaluations

Performance evaluations are designed to provide the employee with a record of his/her performance, to encourage professional growth and to promote communication between the supervisor and the employee.

Performance evaluations will be conducted a minimum of once during the CSA employee's training period (at the conclusion) and annually thereafter in December.

Non-Faculty Exempt (NFE) employees will also complete an annual performance review process with their supervisor in February. Ratings on the performance appraisal will be one factor in determining pay increases for the year for NFE exempt employees.

The performance evaluations are to be structured toward each employee's position. The purpose of the evaluation is to command strengths, address weaknesses, suggest ways to improve, and to discuss employee goals and objectives. Evaluations will be conducted in a private meeting between the employee and his/her supervisor. Employees are required to sign his/her evaluation and will be able to view/print the evaluation online. Signing does not imply agreement but that the contents have been made known or discussed with the employee. A positive employee evaluation does not guarantee continued employment.

Employees may provide comments or attach notations of exceptions to the performance planning and review document along with reasons for those exceptions. The original document is electronically forwarded to the Human Resources Department and is maintained as part of the employee's personnel file.

Section 11

Employee Rights & Responsibilities

11.0 Request for Reasonable Accommodation

Employees with a disability, prolonged illness, or injury may receive the following assistance:

1. Assess essential functions of the employee's position. This includes job responsibilities, which the employee may not be able to perform due to a disabling condition.
2. Obtain appropriate medical information to identify functional restrictions. Medical records of this type require a signature from the employee on a Release of Information form. If an employee refuses to sign a release form, this is documented in their records. Employees will be advised that accommodations may not be made without appropriate documentation.
3. Assist in communication between the physician, the department supervisor or manager, and the union steward as appropriate. Documentation is received from the supervisor identifying essential functions. This documentation with a copy of the job description is submitted to the medical provider to obtain functional restrictions.
4. Functional restrictions are crossed with essential functions of the job to determine the feasibility of accommodations. Decisions are made regarding each essential function and the ability of the employee to perform the tasks with or without an accommodation.
5. Accommodations that are reasonable and appropriate will be facilitated.
6. If accommodations cannot be made, the current position openings within the department are reviewed. If qualifications of the position match those of the employee, and the restrictions do not conflict, an interview is arranged. A department supervisor is not obligated to hire the individual if they are not the most qualified.
7. If another position is not available in the same department, the University will assist the employee in obtaining a different position within the University. This process is facilitated through the NSU Department of Human Resources. Openings are identified and interviews organized by appropriate individuals. When an employee with a disability and one other candidate are both qualified for the position, preference shall be given to the employee with the disability to provide the accommodation.
8. If no accommodation can be made, the employee is released.

11.1 Common Accommodations

The following is a list of common accommodations. It is not meant to be exhaustive; individual needs cause requirements to vary from situation to situation. The purpose of an accommodation is to remove barriers caused by inaccessible environments, allowing people with disabilities an equal opportunity to demonstrate their competency. Ideally, accommodations are mutually negotiated, flexible, and agreed upon in advance.

Adaptive computers/equipment	Modified work stations
Alternate print formats	Office/classroom relocation
Course/job modifications or restructuring	Leaves of absence
Library/laboratory assistants'	Natural supports
Note takers/scribes	Parking
Sign language interpreters	Testing modifications (time extension, quiet space, alternate format)

11.2 Change of Address

You are required to notify your supervisor and the Human Resources Department of any change in your home address, telephone number, or work office location and telephone number.

11.3 Outside Employment

Employees of the state are entitled to take outside employment provided that there is no conflict with working hours, employee's efficiency, or the interests of the state government. Employees are required to notify their supervisor prior to accepting other employment. Employees of the state may not engage in outside business activities while on duty, nor may government property be used for any outside function. [Outside Employment](#).

11.4 Political Activity

Employees are prohibited from using their authority to influence or coerce the political action of a person or group of people. They may take active part in political management or in political campaigns except during working hours, and may hold a political office, which does not interfere with the normal performance of their job responsibilities, except as prohibited by law. This does not prevent activity of a nonpartisan type not specifically identified with a national or state political party. Questions relating to constitutional amendments, referendums, approval of state laws, and other issues of similar character are not deemed specifically identified with a national or state political party. For example, school board elections and many city elections are nonpartisan. [Political Activity Policy](#).

11.5 Resignation/Retirement

A CSA employee who intends to terminate his/her service with the state shall submit a written resignation to the immediate supervisor at least 10 working days before the final workday. An NFE employee who intends to terminate his/her service shall submit a written resignation to the immediate supervisor at least 15 working days before the final workday. A copy of the written resignation must be provided to the Human Resources Office.

The final paycheck, and any additional contractual payments, will be paid with the next scheduled pay date (prorated as necessary) whether or not you have elected 12-pay. Benefits will end the last day of the month.

An employee who intends to retire should contact the Human Resources Office at least three months before the elected retirement date.

Email access is shut off immediately upon termination.

11.6 Layoffs/Reduction in Force

A Career Service employee may be laid off or have their regular full-time hours reduced whenever necessary. The reasons justifying a layoff include, but are not limited to the following:

- shortage of funds or work;
- elimination of a position;
- inefficient or non-productive position; or
- material change in duties of organization.

The employee will be given a written notice of the reason(s) for the layoff or a reduction in hours at least fourteen (14) calendar days before the effective date.

11.7 Key Return Policy

All office and building keys must be turned in to the employee's supervisor prior to their last day on payroll. This includes terminations, departmental transfers, retirement, long-term disability, or death of an employee. Keys must be given to the supervisor who will then forward to facilities management.

11.8 Disciplinary Action

A regular staff employee may be dismissed from employment, suspended without pay, placed on a performance improvement plan, or changed to a lower pay rate for just cause. Just cause includes conduct related to the employee's job duties, job performance, or working relationships which is detrimental to the discipline or efficiency of the institution in which the employee is or was engaged. The supervisor shall notify the Human Resources Office of the proposed action to be taken.

The employee must be notified, in writing, of the final decision. A notice of dismissal, suspension without pay, or change to lower pay rate must include a written, detailed statement of the basis for the action and inform the employee of the right to appeal.

Discipline for Cause

Just cause for disciplinary action includes, but is not limited to:

- violating statutes, rules, policy, directives, and work rules;
- committing any sex offense, any crime involving illegal drugs, or a felony;
- insubordination;
- disrupting the efficiency or morale of the department;
- being under the influence of a controlled drug or alcohol while at work;
- misuse or abuse of leave;
- engaging in outside business or personal activities on government time, or using state property for non-government purposes;
- engaging in conduct that reflects unfavorably on the state, destroys confidence in the operations of state services, or adversely affects public trust in the state;
- poor attendance;
- negligence with state money or property; and
- discrimination and harassment.

These examples indicate the types of conduct that may be cause for disciplinary action, but is not an exhaustive list.

Discipline for Performance

If a status employee's work performance is unsatisfactory, the employee will be notified verbally or in writing that disciplinary action may be taken unless the employee's performance improves. The employee may be placed on a work improvement plan that will last a minimum of 30 calendar days. The work improvement plan will tell the employee where the employee's performance is unsatisfactory and the level of performance that is expected. If the employee's performance does not improve to an acceptable level, or at a later date performance falls below standard, disciplinary action may be taken. Employees may be disciplined for just cause during the work improvement period.

11.8 Reemployment and Reinstatement

A status Career Service employee, who is laid off through no fault of his or her own, may request that his or her name be placed on the employment register. An employee must write the Human Resources Department within 45 days of the layoff to request placement on the register. Individuals are eligible to remain on the reemployment register for one year, unless they become reemployed or reinstated within one year of the layoff.

Reinstatement will be granted to a status Career Service employee if his or her position is reestablished within one year after layoff.

Appendix A

GENERAL COMPLAINT RESOLUTION PROCEDURE

The following complaint procedures shall apply to all complaints relating to discrimination and/or harassment. Northern State University is committed to resolving all complaints covered by this procedure at the earliest and most informal level.

A. Informal Complaint Procedure

The complainant shall initiate the informal complaint proceedings as soon as possible. It is recommended that a complaint be initiated within thirty (30) WORKING DAYS of the alleged discriminatory or harassment action or the date on which the complainant should reasonably have known.

The Complainant, Respondent and/or Supervisor should submit relevant documents and/or materials to the University's Affirmative Action Officer.

(1) **Direct Resolution.** If comfortable doing so, the complainant discusses directly with respondent the allegations of the complaint and allows respondent to take appropriate corrective action. If complainant is uncomfortable with presenting the issue to the respondent, the complainant may go directly to step two.

(2) **Supervisor Resolution.** The complainant discusses with his/her or the respondent's supervisor the allegations of the complaint. If satisfactory resolution is obtained, the matter is concluded by mutual consent at this point. If complainant is uncomfortable with presenting the issue to the supervisor, the complainant may go directly to step three.

(3) **Vice President, Dean, or Department Chair Resolution.** The complainant seeks resolution from Head Supervisor. If satisfactory resolution is obtained, the matter is concluded by mutual consent. If the complaint is not satisfactorily resolved, the complainant should initiate formal complaint proceedings as soon as possible. It is recommended that the matter be submitted within ten (10) WORKING DAYS after the Informal Complaint proceedings have been exhausted.

B. Formal Complaint Procedure

Discrimination and/or harassment complaints will be processed in accordance with the South Dakota Board of Regents Policy Manual 1:4:3 Human Rights Complaint Procedures which are at all times controlling. The following guidelines shall be observed by the AAO during the initial investigation to determine whether there is a reasonable basis to believe that the complainant was subjected to discrimination, (BOR Policy 1:4).

(1) **Filing the Written Complaint.** If the informal complaint is not satisfactorily resolved, the complainant files a written complaint with the University's Affirmative Action Officer (AAO). The AAO will provide the complainant with a complaint form. However, the complainant is encouraged to bring a chronological account of events and a list of names of witnesses concerning this matter. The complainant is invited to hold a personal meeting with the AAO before any action is taken.

(2) **Determining whether there is/is not a Reasonable Basis to Proceed.** Within a short period, preferably ten (10) WORKING DAYS, after the written complaint and all other pertinent documentation have been submitted and the meeting between the complainant and AAO has occurred, the AAO will determine whether the complaint falls under the purview of these procedures. If the AAO determines that the matter should proceed no further, the complainant will be notified in writing. However, the complainant will be given the opportunity to submit additional information. Upon receiving the additional information, the AAO will consider the information submitted. If the AAO

determines that the matter should proceed no further, the complainant will be notified in writing of this determination. In any event, the investigation shall be completed within twenty (20) working days. If the complainant believes that the AAO erred in concluding that the complaint did not have reasonable basis, the complainant may petition within fifteen (15) working days to the institutional chief executive officer for a review of that determination.

(3) Notification to Respondent. If it is determined that the complaint should proceed further, the AAO will notify the respondent as soon as possible, preferably within ten (10) WORKING DAYS of such determination. The respondent will receive a copy of the complaint, together with a copy of these procedures. The respondent will be given the opportunity to meet with the AAO to receive and request information. At that point the AAO will turn responsibility for the matter over to the chief administrative officer having supervisory responsibility over the respondent and the matter shall be processed in accordance with BOR Policy Manual 1:4.

Appendix B

General Non-faculty Exempt Grievance Procedure

GENERAL PROVISIONS: The grievance procedure provides a just and equitable method for resolution of grievances that affect the terms and conditions of employment.

The Grievance Procedures for Non-Faculty Exempt Staff, including general provisions and steps can be found on the Board of Regents site here: [NFE Grievance Procedures](#).

GENERAL GUIDELINES FOR CONTESTED CASES

This section is in accordance with Administrative Procedures Act and includes those Employees who are excluded from SDCL 3:18 and can be reviewed here: [South Dakota Codified Law - Grievances](#)

Appendix C

General CSA Grievance Procedure

GENERAL PROVISIONS: The grievance procedure provides a just and equitable method for resolution of grievances that affect the terms and conditions of employment.

The Grievance Procedures for Non-Faculty Exempt Staff, including general provisions and steps can be found on the Board of Regents site here [CSA Grievance Procedures](#).

Appendix D

CSA Classification Appeals

Purpose:

The Regental Classification Appeals Procedure provides an orderly process for Regental Career Service Act employees to request review of their classification and to appeal classification action decisions.

Procedure:

The steps for requesting a classification review/appeal can be found here: [CSA Classification Appeal Process](#)

Appendix E

Probable Cause Testing Procedure

Step 1:

Suspicious behavior is observed potentially attributed to drug/alcohol use.

Step 2:

Investigate and document behavior using Probable Cause Checklist (**see attached**).

Step 3:

Contact your supervisor and the Human Resources Department.

Step 4:

Together with your supervisor and the HR Department, call Campus Police officer at 380-8925 to alert officer to conduct Field Sobriety Tests. Escort employee to neutral location and officer will meet you there. If the tests show under the influence, the employee must immediately leave the work premises. DO NOT allow them to drive home. If they attempt to drive, the Campus Police officer has authority to resolve the issue or escort them home. Tell the employee not to report back to work until their supervisor calls them back to work.

If the employee refuses to take the test, send them home for the remainder of the day and tell them not to report until their supervisor calls them back to work.

STEP 5:

Regardless of the test outcome, the supervisor and Human Resources will immediately meet to discuss next steps: Referral to a counseling or drug/alcohol program; a work improvement plan; and/or strict absence reporting guidelines as conditions of continued employment. Termination may also be considered.

STEP 6:

After appropriate documentation is complete, supervisor should call the employee back to work to review the conditions of continued employment. The employee must sign, date, and receive a copy of the documentation.

STEP 7:

Every two weeks at a minimum, the supervisor shall report to Human Resources on the status of the specific situation.

CONTACT INFORMATION

Benefits Contacts can be found at:
[Bureau of Human Resources Benefits Contacts](#)

GLOSSARY OF TERMS

AAO (Affirmative Action Officer) – a person appointed to make an active effort to improve the employment or educational opportunities of members of minority groups and women.

ARSD (Administrative Rules of South Dakota) -

BHR (Bureau of Human Resources) - administers the state's benefits programs for regental staff.

BOR (Board of Regents) - a nine member board, appointed by the governor and confirmed by the Senate that has constitutional authority to govern the system of public higher education in SD. The board provides leadership and sets policies for the programs and services delivered through its six universities and two special schools.

CEO (Chief Executive Officer) – leader of the organization

CSA (Career Service Act) –

CSA Classification Appeal –is a process whereby a Career Service employee can request review of his/her current classification (job title) due to a significant change in duties and responsibilities.

EAP (Employee Assistance Program) – is a benefit designed to provide a free, confidential, professional service to help employees resolve problems that affect their personal lives or job performance (such as: family problems, marital conflict, alcoholism, drug dependency, financial problems, legal problems, emotional illness, domestic violence and eating disorders).

Grievance – is defined as an alleged misinterpretation, misapplication, or violation of a specific term or provision of Board policy affecting terms or conditions of employment, or other agreements, contracts, policies, rules, regulations or statutes that directly affect terms and conditions of employment.

Grievance Procedure – This is a process whereby an employee can grieve an applicable employment action that adversely affects his/her terms and conditions of employment.

LTC (Long Term Care) – Insurance coverage for nursing home benefits.

Office of Risk Management - focuses on protecting the state's assets and resources by identifying exposures to loss and providing alternative methods to finance, transfer, reduce, or eliminate those losses.

PEPL (Public Entity Pool for Liability Fund) - is a funded self-insurance program which provides coverage for general liability, law enforcement liability, public officials errors and omissions liability, automobile liability, and some medical malpractice liability.

SDCL (South Dakota Codified Law) -

SDRS (South Dakota Retirement System) – retirement program for eligible state employees. Its mission is to plan, implement and administer income replacement programs that give

SDRS members and their families the opportunity to achieve financial security at retirement, death or disability.

SDSEO (South Dakota State Employees Organization) - A voluntary association of state employees which provides a lobbying voice and watchdog force in Pierre, working year round to protect and improve salaries, benefits, and working conditions for state employees.

STD (Short Term Disability) – unable to work due to a total disability as a result of an illness, injury or both and cannot physically perform the material and substantial duties of the job/occupation.

***** Please sign and return to the Human Resources Department.**

I have received a copy of the Northern State University Employee Handbook and understand that it is my responsibility as an employee to read it, and with the understanding that this is not a legal contract, but the means of providing general information for my benefit. This handbook is a summary of the Human Resources policies and procedures in effect at the time of printing.

Employee's Name

Date
