Rights and Responsibilities of Employees

*Our Philosophy: Student Affairs and Enrollment Management seeks to create a sense of belonging and inclusiveness for all employees. We are role models for our students and for each other.*

Rights of Employees

- Employees have the right to be treated with respect, consideration, and dignity by all staff.
- Employees have the right to work in a safe and healthy environment.
- Employees have the right to an annual responsibility review with their immediate supervisors.
- Employees have the right to request and have approved, as appropriate, earned time off.
- Employees have the right to appropriate privacy. There will be no deception; violation of confidentiality, except when required by law; secret intrusive monitoring; or intrusion into employees’ private lives.
- Employees have the right to express work-related issues and/or concerns in a respectful and productive manner to immediate supervisors, the appropriate director, or unit head without fear of retaliation, disrespect or inappropriate, unprofessional behavior or response. It may not be possible to address anonymous complaints or grievances.

Responsibilities of Employees

- Employees will show courtesy to all customers and workplace staff, which contributes to a respectful and inclusive work environment.
- Employees will work in a safe manner.
- Employees will be on time for work and engaged during the established hours of work.
- Employees will complete NDSU and department-specific trainings and attend meetings as required.
- Employees will ask about work related matters they do not understand.
- Employees will comply with all University policies and be aware of specific department guidelines related to university benefits and office expectations.
- Employees will grow professionally and contribute to the wellbeing of their department and division.
- Employees will inform the appropriate supervisor of situations that may negatively or positively impact the university at large.