




NDSU NORTH DAKOTA
STATE UNIVERSITY

RESOURCES AT NDSU

FOR WORK-LIFE SATISFACTION

The image shows the main entrance to North Dakota State University. A large, ornate metal archway spans across a brick-paved walkway, with the words "NORTH DAKOTA STATE UNIVERSITY" inscribed in blue letters on its top curve. The archway is supported by two brick pillars topped with spherical finials. In the foreground, three students with backpacks are walking away from the camera on the brick path. The area is landscaped with vibrant red and yellow flowers along the edges of the walkway. The background features lush green trees under a clear blue sky.

NDSU promotes and supports work/life satisfaction for faculty and staff with a variety of policies and services. These policies and services are designed to address personal and family needs and circumstances, as well as professional development and academic needs, and they reflect NDSU's recognition of changing family structures and needs.

Each policy or service is briefly described in this publication. Be sure to read the complete policies for details and applicability to various circumstances. These policies are available on the NDSU Web page at www.ndsu.edu/policy. You are encouraged to check the complete policy online as policies are revised from time to time. If you have questions about these policies or their application to a specific situation, contact the Office of Human Resources and Payroll at 701-231-8961 or ndsu.hr@ndsu.edu.

Additional resources are available through FORWARD, an NDSU program focused on recruiting, retaining and promoting women faculty, especially in science and engineering disciplines, and advancing women in academic leadership roles. FORWARD also is committed to establishing a university culture in which all are nurtured and supported to develop their fullest potential. More information is available at www.ndsu.edu/forward.

Available leaves

● ANNUAL LEAVE (NDSU POLICY 130)

Eligible faculty and staff earn annual leave with pay for the purpose of rest and recreation or to attend to personal matters.

Faculty with 12-month contracts: NDSU Policy 313.1

Faculty with less than 12-month contracts: NDSU Policy 320

● SICK/DEPENDENT LEAVE (NDSU POLICY 143)

Paid leave is available for personal illness, injury or the illness/injury of a family member.

Faculty with 12-month contracts: NDSU Policy 313.2

Faculty with less than 12-month contracts: NDSU Policy 320.4

● CHILDBEARING LEAVE (NDSU POLICY 320.5)

Childbearing leave is available for faculty with less than 12-month contracts since they do not earn sick leave. Faculty include professors, associate professors, assistant professors and senior lecturers.

● DEVELOPMENTAL LEAVE (NDSU POLICY 132)

Developmental leave for retraining and/or professional development is available for eligible faculty and staff after a minimum of three years of service at NDSU.

● FAMILY MEDICAL LEAVE (NDSU POLICY 135)

Family leave is an unpaid leave of absence (up to 12 weeks of leave) available to all eligible faculty and staff for qualifying events such as birth, adoption or foster placement of a child; caring for seriously ill family members or personal serious health conditions.

● FUNERAL LEAVE (NDSU POLICY 139.1)

Paid leave is provided to make arrangements for, or to attend, the funeral of an eligible family member.

● MILITARY LEAVE (NDSU POLICY 146)

Military leave is provided for an employee who is in the National Guard or Armed Forces Reserves and is ordered to active duty* in accordance with relevant sections of the North Dakota Century Code.

● MODIFIED DUTIES (NDSU POLICY 320.6)

For faculty with less than 12-month contracts, duties and goals may be changed for a period of time under certain circumstances that include becoming a parent through childbirth, adoption or foster placement of a child; a health condition making the faculty member unable to perform regular duties (but not necessitating a reduction in workload); or caring for a child, spouse/partner or parent who has a serious health condition.

Benefits

● EDUCATION (NDSU POLICY 133)

A tuition waiver for up to three degree-eligible courses (regardless of delivery system) per calendar year is available for benefited faculty and staff.

● TUITION DISCOUNT - SPOUSE AND DEPENDENTS (NDSU POLICY 133.1)

Spouse and dependent tuition waivers of 50 percent are available for benefited faculty and staff. Details and restrictions are outlined fully in the policy.

● ERGONOMIC ASSESSMENTS

Assessments are available to enhance employee performance by recognizing, identifying and correcting ergonomic hazards.

● FLEXIBLE SPENDING ACCOUNTS PROGRAM (NDSU POLICY 136)

The flexible spending account (FSA) program is available to all eligible faculty and staff. The program offers the employee an opportunity to deduct from gross income certain federally approved expenses in the following areas: insurance premiums, medical expense reimbursements, dependent care expenses.





- **HEALTH CLUB CREDIT**

A Blue Cross/Blue Shield of ND member and his or her spouse can earn up to a \$20 credit monthly for visiting a participating health club. Employees who carry the health insurance through Blue Cross/Blue Shield of ND can participate in this program.

- **HOLIDAYS (NDSU POLICY 137)**

The university observes 10 legal holidays and any other days designated as public holidays by the president of the United States or the governor of North Dakota.

- **INSURANCE BENEFITS (NDSU POLICY 138)**

A variety of insurances (including group health, dental, vision, long-term care, long-term disability and life) are available for eligible faculty and staff with premiums paid either by the university or by the employee depending on the employee's status and/or on the type of insurance.

- **LEAVE SHARING PROGRAM (NDSU POLICY 147)**

This policy describes conditions where employees who earn annual and sick leave may donate a portion of their annual or sick leave to another employee when such donation has been approved by the office of Human Resources/Payroll.

- **RETIREMENT PLANS (NDSU POLICY 142)**

By virtue of North Dakota law, faculty and staff whose appointments are at least half time automatically participate in a retirement plan.

- **STAFF AND FACULTY RECRUITMENT AND MOVING EXPENSE (NDSU POLICY 171)**

This policy describes the conditions in which recruitment and/or moving expenses are paid.

Policies related to faculty tenure and promotion

- **PROMOTION, TENURE AND EVALUATION (NDSU POLICY 352)**

This policy describes the process for achieving promotion and/or tenure at NDSU.

- **TENURE CLOCK EXTENSION (NDSU POLICY 352)**

At any time during the probationary period prior to the sixth year, a faculty member may request an extension of the probationary period based on personal or family circumstances which impede satisfactory progress toward tenure (see Sections 3.6 and 3.6.1 of this policy). An automatic one-year extension is provided for a tenure track faculty member who becomes a parent (birth or adoption) during the year prior to the year in which the portfolio is due.

Institutional support for individuals and families

● CENTER FOR CHILD DEVELOPMENT

www.ndsu.edu/childcenter

The Center for Child Development is operated as an education and research facility and as a service to NDSU faculty and staff. The Center for Child Development serves children aged six weeks through five years. The center is licensed by the North Dakota Department of Human Services and is accredited by the National Association for the Education of Young Children.

In addition to the Center for Child Development, there are many other childcare facilities available throughout the Fargo-Moorhead community.

● DISABILITY RESOURCES

www.ndsu.edu/diversity/diversityatndsu/disability_resources

A number of resources are available to help assure the success of individuals with disabilities.

● FACULTY/STAFF ASSISTANCE PROGRAM

www.ndsu.edu/hr/benefits/eap

The Faculty/Staff Assistance Program is designed to assist faculty, staff, and their families with personal problems by providing problem assessment and short-term referral to community resources when appropriate.

● THE FAMILY THERAPY CENTER

www.ndsu.edu/hdfs/family_therapy_center

The Family Therapy Center offers affordable, responsive therapy services to individuals, couples, families and children in the FM area. Therapists at the Family Therapy Center are advanced clinical interns from the NDSU Couple and Family Therapy Program and are supervised by NDSU faculty who are clinical members and approved supervisors of the American Association of Marriage and Family Therapy.

● LACTATION SUPPORT SERVICES

www.ndsu.edu/diversity/diversityatndsu/resources_for_women/lactation_rooms

NDSU provides designated, on-campus lactation areas and a monthly support group for students, faculty or staff members who are expectant mothers, breastfeeding/pumping mothers or partners of nursing/expectant mothers.

● LGBTQ RESOURCES

www.ndsu.edu/safezone

In addition to offering a variety of resources for individuals who are lesbian, gay, bisexual and transgender, NDSU has a Safe Zone program and offers several levels of training for faculty, staff and students to serve as allies to individuals who are lesbian, gay, bisexual or transgender.

● REASONABLE ACCOMMODATIONS ON THE BASIS OF DISABILITY - GUIDELINES FOR EMPLOYEE REQUESTS (NDSU POLICY 168)

As part of its commitment to equal opportunity, the university has established a process by which a faculty or staff member with a disability may request reasonable accommodation (see also Modified Duties, Policy 320.6).

● SMOKE-FREE CAMPUS

NDSU is a smoke-free campus; smoking cessation programs are available.

● USE OF SERVICE ANIMALS (NDSU POLICY 100.2)

NDSU allows use of a service animal in campus buildings by persons with disabilities who rely on the assistance of a service animal.

● WALLMAN WELLNESS CENTER

www.ndsu.edu/wellness

This center provides faculty and staff access to state-of-the-art fitness equipment for a modest fee, and it sponsors recreation, intramural and effective wellness education programs. Wellness Center members enrolled in the BCBSND Health Club Credit program are eligible to receive a \$20-a-month credit (reimbursement) for membership fees.





● RECREATIONAL AND EDUCATIONAL PROGRAMS FOR CHILDREN

A variety of recreational and educational activities and programs are offered for children by NDSU as well as other Fargo-Moorhead institutions and agencies including 4-H, technology, music and sports camps. Information about some of these opportunities can be found at these websites:

Sports camps - www.gobison.com

4-H North Dakota - www.ndsu.edu/4h

NDSU Stem Kids - www.ndsu.edu/csme/announcements/stem_kids

NDSU Music Academy - www.ndsu.edu/finearts/news/archive/1070.html

Minnesota State University Moorhead - www.mnstate.edu/collegeforkids

● SERVICES TO SUPPORT INTERNATIONAL FACULTY

The Office of International Programs provides services to facilitate the hiring of permanent and temporary teaching and research faculty and hosting visiting scholars from around the world.

Other policies related to personal and family life

● FAMILY DISASTER PREPAREDNESS

www.ag.ndsu.edu/disaster/familyinformation.html

● HOMELAND SECURITY FAMILY COMMUNICATION PLAN

www.ag.ndsu.edu/disaster/extensioned/whatsyourplan/commplan.pdf

Some tips to help you achieve work-life satisfaction*

Cultivate a strong support system using tools such as networking, mentoring, coaching and including friends and family, on-line resources. Some networking options are identified on the NDSU diversity website (www.ndsu.edu/diversity). Many others are available through colleagues and friends.

Plan and prioritize as a way to reduce stress

Identify your top five priorities and rank them in order of importance. Then align priorities with your personal and professional goals and choose the best actions based on your plan. Leave time for unexpected issues. Celebrate your successes. Remember, the goal is not perfection.

When you consider an opportunity or request (and feel obligated to say “yes”), **ask yourself these questions**: Must this be done? (who says?); must this be done by me? (if not me, who else?); must this be done right now?; must this be done this way? (why?); if I say “yes” to this, what am I saying “no” to? And, consider the option of agreeing to a portion of the request but not all of it? (saying “no” by saying “yes”). And, remember that sometimes you may need to say “no.”

Shift your mindset (mental toughness) to positive thinking. Anticipate in advance and prepare alternatives; use different strategies (playful, serious, conforming, etc.). Don't be afraid to take risks or make mistakes – learn from them.

Establish guilt-free boundaries – Avoid rigid boundaries between personal life-career-community; they often overlap. In fact, explore ways to overlap personal and professional life, but understand your limits and remember to prioritize.

Recharge your batteries by building in rituals to renew your energy: laughter, exercise, adequate sleep and breaks, and draw on your support network when you need it.

*Adapted from materials developed by the Association of Women in Science (AWIS) and used with permission.

FORWARD

CONTACT US AT

NDSU FORWARD

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NDSU Human Resources/Payroll Office

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NDSU

North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation or status as a U.S. veteran. Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 205 Old Main, (701) 231-7708.

This brochure is available in other formats on request.