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2014-15 Salary Administration Guidelines

All regular employees whose performance levels meet standards are eligible for a salary increase. Salary adjustments must have documentation indicating satisfactory performance.

Employees not eligible for a salary adjustment:

- Probationary broadbanded staff
- Employees who have unsatisfactory performance documentation
- Temporary/non-benefitted employees

NDSU’s Philosophy of Salary Administration

Attract and retain well-qualified individuals who can best contribute to NDSU’s mission.

Priorities are:
1) Recognizing STAR performers
2) Being responsive to market
3) Acknowledgement of basic financial needs of employees
4) Consideration of the cost of turnover (training, research start-up, recruitment, employee morale and institutional image)

Communicating Pay Decisions to your Employees

*Pay messages that come from managers are 3 times more impactful than those that come from HR*

Prepare before the meeting:

- Understand NDSU’s philosophy of Salary Administration
- Know what you are going to say—main points including recognition of performance or concerns
- Remember compensation includes benefits—Total Rewards
- Provide supporting facts and/or documentation
- Be aware of potentially sensitive/contentious issues
- Anticipate the employee’s reaction (draft a response)
Policy Updates

Policy 130 Annual Leave

Policy 130 Annual Leave has been updated to remove the provision for annual leave forfeiture for employees in grant-funded positions.

Existing agreements will not be valid and annual leave will need to paid upon separation of employment.

Policy 133.1 Tuition Waiver – Spouse/Partner and Dependents

This recent change now expands to the inclusion of partners of (regular, benefited) employees. A partner is defined for purposes of this policy as same sex partners who have completed and filed a Declaration of Domestic Partnership with the Office of Human Resources/Payroll. This form is available on the NDSU forms page at: http://www.ndsu.edu/fileadmin/hr/docs/Declaration.pdf

Please note that a spouse/partner or dependent who is also a regular, benefited employee is only eligible for the employee tuition waiver outlined in Policy 133 (Educational Policy).

While we are not able to go retroactive with this allowance, qualifying partners may use the waiver as early as the upcoming summer semester. For more detailed information on how to apply for and use the waiver, please refer to the policy.

Policy 151 Code of Conduct

An addition was made to 151.2. General Conduct to include the following:

Officers and employees are expected to uphold the values of honesty, respect, integrity and trust. In addition, when interacting with one another and the public, all are expected to behave in a professional, collegial, cordial, civil, positive, respectful and ethical manner.

Policy 168 Reasonable Accommodation on the Basis of Disability

Applicants and employees who have a disability may request an accommodation. All requests for accommodation shall be made to the Office of Human Resources/Payroll. Please refer to policy for the updated process.
Information on Child Labor

Special provisions apply to the employment of individuals below the age of 18.

- Candidates who have not reached the age of 18 are ineligible for regular employment.
- Candidates below the age of 14 are not eligible for any employment.
- Candidates between 14 to 16 years of age must obtain a work permit and submit it to the Human Resources/Payroll Office. Work permits may be obtained through the school in which the candidate is attending or through the Superintendent of Schools office.

Hours Worked

- A minor 14 or 15 years of age may not be employed or permitted to work before the hour of 7:00 a.m. nor after the hour of 7:00 p.m., except that these hours are 7:00 a.m. to 9:00 p.m. from June 1st through Labor Day, nor more than 18 hours during school weeks, nor more than 3 hours on school days, nor more than 40 hours during nonschool weeks, nor more than 8 hours on nonschool days.
- Candidates between 16 or 17 years of age may work at any time for unlimited hours in all jobs declared not hazardous. The labor laws do not prohibit 16+ years of age from mowing and tilling.

www.nd.gov/labor/publications/docs/youth.pdf

Hazardous Occupations

Employment in hazardous occupations is prohibited below the age of 18. Hazardous occupations include operating licensed, motor vehicles; working with radioactive and explosive material; operating certain power-driven woodworking (such as circular and band saws), metal working and bakery machinery; operating various types of powerdriven hoisting apparatus, such as non-automatic elevators, forklifts and cranes.

Agricultural Exemption Regulations

Child Labor Agriculture Exemption Regulations for 16+ years of age: Once a young person turns 16 years old, he or she can do any job in agriculture. Per 29 CFR 570.70, Agriculture includes farming in all its branches and among other things includes the cultivation and tillage of soil, dairying, the production, cultivation, growing, and harvesting of any agricultural or horticultural commodities (including commodities defined as agricultural commodities in section 15(g) of the Agricultural Marketing Act, as amended), the raising of livestock, bees, fur-bearing animals, or poultry, and any practices (including forestry or lumbering operations) performed by a farmer or on a farm as in incident to or in conjunction with such farming operations, including preparation for market or to carry for transportation to market (This exemption includes the Research and Extension Centers). See: www.dol.gov/dol/topic/youthlabor/index.htm

Manager Self Service Update

The second phase of Manager Self Service, the Hiring process, is in the final stages of testing by pilot campuses in the University System. NDSU is a pilot campus and will go live with the Hiring phase of Manager Self Service sometime in June 2014. We will go live in stages, as we did for the Termination process. Keep an eye out for further information and training sessions!

Salary Administration & Responsibility Reviews

As we approach the beginning of a new fiscal year, it is required that all staff receiving a salary increase have documentation of positive performance on file. If you are uncertain if there are members of your staff that have reviews due, please feel free to contact Brittnee Steckler at brittnee.steckler@ndsu.edu or 231-8965.
Alcohol and Drugs in the Workplace

Substance abuse in the workplace results in absenteeism, diminished productivity, on-the-job injuries and potential company liability. According to the National Institute of Health (NIH), the annual cost of alcoholism and drug addiction to U.S. businesses is approximately $120 billion, which is more than the productivity loss due to heart disease, diabetes and stroke combined.

Typical warning signs of substance abuse at work are:

**Personal Appearance** – disheveled, unsteady gait, slurred speech, bloodshot/glazed eyes, odor of alcohol

**Dependability** – Monday/Friday absence pattern; tardiness, failure to call in, missed deadlines

**Quality of Work** – Increased errors, inability to understand, lack of follow-through

**Attitude** – Uncooperative, conflicts with co-workers, distracted, quick to anger

**Judgment** – Illogical reasons for decisions, violates policies, inattentive to safety procedures.

**Supervisor responsibilities** include communicating NDSU policy, tracking employee performance, documenting and discussing changes with employees regarding their work behavior and performance, working with Human Resources to address the concerns and administer appropriate disciplinary action and possible referral to the Employee Assistance Program.

**NDSU Policy 155 - Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees** - This policy applies to all NDSU students and employees, as well as visitors to campus. For NDSU employees, non-compliance with this policy could result in disciplinary action up to and including termination of employment (see section 5.2). Individual employees who are found in violation of the University policy on alcohol and other drugs by their supervisors will be reported to the Director of Human Resources/Payroll for consultation prior to action. Work attendance while under the influence: Unlawful consumption of alcohol beverages or use of illegal drugs, being at work while under the influence of alcohol or drugs, disruptive behavior, gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of the NDUS are prohibited.

Information on the health risks of alcohol abuse and drug abuse can be found at the U.S. National Library of Medicine and the National Institute for Health. Additional information can be found at the Alcohol and Other Drug Prevention Programs website: [www.ndsu.edu/alcoholinfo/](http://www.ndsu.edu/alcoholinfo/)
Learning Opportunities on June 13th
8:00 to 11:00 a.m.  “Creating a Culture of Effective Feedback”
Supervisors will gain a greater awareness and understanding of their current culture in regards to feedback. You will learn about the Effective Feedback Model (EFM) and experience application of the model to relevant issues. Your understanding of how the responsibility review feedback process supports both organization and professional goals will be enhanced and you will gain greater appreciation of the advantage of creating a departmental culture that values feedback.

1:00 – 3:30 p.m.  “The Dynamics of Problem Solving – Why Don’t They Get It?”
Why does it often seem when trying to resolve issues, that what is so obvious to you is not so apparent to others? All of us are challenged with daily conflicts that arise as we attempt to resolve problems that create barriers to our own success. You will gain an understanding of the dynamics involved in how you and others approach problem solving and in how to tap into effective approaches to achieving mutual goals.

Conducted by MOverland Consulting
Maribeth Overland has spent the majority of her life passionately committed to helping people and organizations tap their authentic leadership potential. She holds an undergraduate degree in Mass Communications and Public Relations from the University of North Dakota and a masters degree from St. Cloud State University in leadership and communication. Additionally, Maribeth holds certifications in Arts Administration from the Hubert Humphrey Institute on Public Affairs, University of Minnesota; Mediation from Hamline University, and Enneagram Training from the Enneagram Institute and Olive Branch Way, LLC.

She has been a professional speaker, consultant, and coach in the areas of personal and professional leadership and organizational dynamics for more than twenty years. Maribeth has worked as a consultant and trainer with private business, public, non-profit organizations and individuals. She has served as a motivational and educational speaker to audiences ranging from dozens to thousands. Her clients include colleges and universities, pre K-12 school districts, cultural organizations and health care.

Please RSVP to Jill Stevens at jill.stevens@ndsu.edu or 231-8961. Location to be determined.

Quote Corner:
“We lead people and manage things.”
Desi Williamson