Many departments hire FT, temporary or student employees for the summer. There sometimes are questions about ACA insurance and when it needs to be offered. Below is information to help you understand if/when the hired employee will receive an offer of ACA insurance.

**Seasonal Employees**

A seasonal employee is one that is designated to work a specific season of up to 6 months in length, and no longer. They may work full-time during that season, but then must be off for the equivalent season afterwards, and will not need an ACA offer. There are specific, seasonal position numbers to be used for these positions, and they must be approved in advance. Please send an email request to rachel.knudson@ndsu.edu to request the necessary form.

**High School Student Hires**

If you are hiring High School students to work in the summer months, please note in the comment section box in PeopleSoft that they are a high school student. Workers under the age of 18 do not receive ACA offers.

**College Student Hires**

If you are hiring college students to work full-time for the summer months only, they will not receive an ACA offer. Again, if you note in the comment section box on line that they are students working FT for summer only, it will be extremely helpful.

**Temporary Hires**

If you are hiring an individual – non-student -to work over 30 hours per week for an indefinite period of time, they will need an ACA offer.
Telecommuting/Remote Worksite

When the need presents itself, North Dakota State University may allow flexibility in a location where work is performed by NDSU employees. Telecommuting or Remote Worksite is sometimes necessary to meet university goals and/or meet customer needs. The decision to allow Telecommuting or a Remote Worksite is at the discretion of the supervisor (after thoroughly considering the needs of the job, work group, department and the employee’s past and present performance) with the approval from the respective division’s vice president and/or the provost.

Definitions

Telecommuting is for employees who are located on an NDSU worksite but work at an alternate worksite on a regular basis on specified days/times. This does not apply to occasional work from non-NDSU property. To request a Telecommuting arrangement, the employee and supervisor must complete a Telecommuting Request Form in Docusign. The form can be accessed at: Telecommuting request

Remote Worksite is an employee who works out of the state of North Dakota and not on a permanent NDSU entity for an extended period of time. “Extended period” means for longer than 30 consecutive days. It does not apply to occasional work from a non-NDSU property or out-stationed permanent worksite designated by NDSU. To request a Remote Worksite arrangement, the employee and supervisor should complete a Remote Worksite Request Form in Docusign. The form can be accessed at: Remote Worksite request. For more details refer to Policy 144.1 Temporary Change of Work Location.

Considerations Prior to Approval of Telecommuting/Remote Worksite

- Operational needs, staffing patterns, space considerations, and health and safety issues may preclude granting a request.
- The employee must be willing and able to forego telecommuting or remote worksite and work at the primary worksite as requested by the supervisor/department head for operational needs.
- The work should involve clearly defined tasks and well understood outcomes. The employee shall check in with the supervisor/department head by phone or e-mail at the beginning and ending of each work day, or per agreed upon schedule, and shall notify the supervisor/department head when leaving the remote worksite during regular working hours.
- Jobs that require physical presence or constant interaction with clients and co-workers to perform effectively are normally not suitable. Some examples include: receptionist, administrative assistant, classroom instructor.
- The employee is required to be available to travel when work requires, including to the primary worksite when necessary, regardless of the telecommuting or remote worksite schedule.
- Office work environment should not be negatively affected in relation to the workload or productivity of coworkers either by shifting burdens or creating delays and additional steps in the work flow. The supervisor/department head should ensure that other employees in the unit/department understand how the department will function.

Steps to Request
1. Supervisor/Employee consult to discuss if this is a viable option for the work responsibilities and the department needs.
2. Employee and supervisor jointly complete the NDSU Telecommuting request or Remote Worksite request.
3. After completion of the form in Docusign, the request form is automatically forwarded for the review and required approvals:
   a. Chair/Dean/Director,
   b. Review by the Office of HR and Payroll and VP Finance & Administration,
   c. Vice President or Provost.
4. Offices of HR and Payroll and University Police and Safety will notify the supervisor of any questions, concerns and laws that need to be addressed if approved.
5. If approved, the Office of Human Resources will notify the employee and supervisor and an agreement form will be sent, via Docusign for the employee and supervisor to complete and sign.
6. Department submits hire into MSS, Change Form 101 or employee submits a change of address.
7. All long-term arrangements, must be renewed annually, by submitting a Renewal Form via Docusign.
VSIP and SVSVIP Paperwork to be Completed by Payroll

The Human Resources and Payroll Office will create and process all paperwork related to the employees who have been approved for the VSIP program. Departments will not be required to submit any paperwork for the terms or payouts for these individuals. Payroll will process the resignation/retirement and the payout, using the signed agreement as the documentation for those actions. These employees will receive their buyout according to their agreement. Their leave payout will be paid on May 31st.

Go as far as you can see; when you get there, you’ll be able to see further.”
Thomas Carlyle

NDSU Wellness Program

Do you utilize NDSU’s Wellness Program through Sanford Health? If not, you should be! As a Sanford Plan member, you have access to an online wellness portal. You can take a health Assessment, try new activities, or get support on your wellness journey. Reminder – you do need to retake the Health Assessment annually to access your wellness benefits. Log in to your account at www.sanfordhealthplan.com/memberlogin. If you don’t have an account already, use your medical ID card and click “create an account”. Then select Wellness Portal under the Dakota Wellness Plan.

NDSU offers a Wellness incentive where employees can earn up to $250 back each year. This money can be earned two different ways:

1) You can earn money to help pay the cost of a gym membership. If you go to the gym at least 12 times/month you will earn a $20 credit to use for future costs.
2) You can track different things online and earn points. These points can then be turned in before the end of the year for gift cards or merchandise.

It’s almost time for the popular FM Welcome Party. We’re gearing up for another great event. Now all we need is to find folks who are new to the Fargo Moorhead community!
Please spread the word, encourage your friends, family and coworkers new to the area to join us for an evening of conversations, connections and learning about what our wonderful community has to offer.

Oh, and “new to our community” is a very broad phrase for us – whether someone has lived in Fargo Moorhead for seven minutes, seven months or seven years, they are more than welcome to join us at the FM Welcome Party! Feel free to join them!

Date: Tuesday, May 7th
Time: 6:00pm - 8:30pm
Place: Sanctuary Events Center
For more information and to register, go to www.fmwelcomeparty.com. It costs $5, but use the code (NEWHERE) to grab a free ticket or two!
Employee Assistance Program

NDSU provides all benefited employees with the FREE benefit of an Employee Assistance Program. NDSU’s EAP provider is The Village Family Service Center in Fargo. If you are not located in Fargo, know that The Village has contacts with many agencies throughout ND, MN, and SD that may also be used.

Our EAP program provides employees with four free sessions, per member of your household, per fiscal year. The sessions reset every July 1st and run through June 30th. Should you reside by yourself, the maximum number of sessions you may receive are eight.

The Village provides many services, including counseling, legal and educational services. If you or someone in your household is having an issue, call the toll free number below. Explain the issue, and indicate that you work at NDSU. A representative will then set you up with a provider that can help. All the information you provide is confidential and is not reported back to NDSU.

Each month The Village puts out a newsletter to its members. That newsletter is always posted on the Human Resource’s web page on the NDSU website. The newsletter has some helpful takeaways, and reminds us that this service is there to help when needed.

If you would like more information about the program, please reach out to Rachel Knudson, Benefits Coordinator, for an orientation packet. If you would like to keep informational envelopes on hand in your department, Rachel can also assist you with that.

The main phone number for The Village is 800-451-5058 or you can visit their website at www.thevbi.com.