Voluntary Separation Incentive Program (VSIP)

NDSU is offering a limited-time Voluntary Separation Incentive Program (VSIP). The Program provides eligible employees with incentive compensation based on their annual base salary and completed years of service, if they choose to separate from employment at NDSU under the conditions of the program.

All employees who meet minimum eligibility requirements as of December 13, 2019, are invited to apply. Participation is voluntary for both NDSU and the eligible employee. Employees are not guaranteed participation in the plan, and the decision to approve an applicant is entirely at the discretion of NDSU. Eligibility requirements include:

- Must be a benefited employee in an applicable job family (see website for job families https://ndus.edu/ndus-broadband-job-classifications/
- Meets the Rule of 65: sum of employee’s age + total years of benefited employment in the North Dakota University System
- Employee is in good standing
- Meets eligibility as of December 13, 2019

The VSIP is not an entitlement. It is intended to be a tool for NDSU to meet the long-term fulfillment of the University’s mission. It is also to recognize the invaluable contributions of employees. The University has discretion to limit the total number of applicants approved for reasons, including, but not limited to, preserving the vitality of the affected programs and services, as well as the integrity of financial resources.

Applications will be accepted through 5 p.m. on December 13, 2019.

If you have questions, please contact the NDSU Office of Human Resources by email at john.woolsey@ndsu.edu.
Employee Assistance Program (EAP)

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. However, 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 Maria Wingenbach, Benefits Specialist, for an orientation packet. If you would like to keep informational envelopes on hand in your department, Maria 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.

TLAB Training Sessions

Attached are two links to training sessions coming up on Monday, November 4, 2019. We will be covering Time and Labor processes and troubleshooting issues. These sessions will be in a computer lab and space is limited so please register early. The sessions will be the same, we wanted to offer different times so hopefully it will fit into everyone’s schedule.

If you are having problems with the links in the previous e-mails, please give these a try.

- Register for the Session from 10:30 – 11:45
- Register for the Session from 1:30 – 2:45

We hope that you can make it to one of the sessions.
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.

How do I manage non-exempt employee working hours?
- Set clear expectations and policies regarding working hours
- Ensure employees know that answering emails, texts, etc. off of work time, counts as time worked
- Ensure employee follows Policy 212: requires pre-approval to flex work hours or to work more than a 40-hour work week
- Failure of an employee to get pre-approval is a performance issue and should be addressed
- Use of flex time (change working hours) to maintain a 40-hour work week
- Use of comp time (employee is compensated at 1.5 hours per each hour over 40 to be used at a future date no later than 6 months from the date earned); employee’s choice of comp time or overtime
- Utilize PeopleSoft to track comp time - requirement

Policy 213: Rest Periods
Employees who work more than five (5) hours in any one day shall be allowed a minimum of 30 consecutive minutes for one unpaid lunch period.

Policy 181: Resignation
Job abandonment is considered a resignation. Job abandonment occurs when an employee has not contacted the institution and has not reported to their scheduled work shift for three consecutive days without approval. The institution shall notify the employee, in writing by certified mail, that the employee’s failure to report to work or to contact the employer constitutes job abandonment and is effective the last day worked. Written notice shall include notice of the right to appeal and a copy of Section 231 Appeal Procedure for Disciplinary and Reduction-In-Force Actions.
2019-2020 Responsibility Reviews are Due

As you know we are in the 2019-2020 review period and supervisors should be setting goals for each of their employees through PeopleAdmin’s Performance Management Module: [https://jobs.ndsu.edu/hr/login](https://jobs.ndsu.edu/hr/login) or using a paper form from the following link: [https://www.ndsu.edu/forms/](https://www.ndsu.edu/forms/) under the Human Resources/Payroll section and Performance subsection.

Remember that this is an interactive process leading to a review date of March 31, 2020. Many staff employees are due to have their responsibility reviews completed by March 31st, 2020. Broadbanded employee responsibility reviews are a professional development tool that, by policy, need to be completed at least once a year. The responsibility review should include a review of the position description, a review of prior goals, solicitation of feedback, formation of new goals, and identification of what resources are needed to accomplish the goals. Supervisors will receive a reminder in February for which employees are due for their review along with instructions and links to the latest forms. Conducting effective responsibility reviews can positively impact morale and employee engagement while at the same time reduce turnover and employee relations problems.

Human Resources and Payroll has a Manager’s Toolbox for Performance Management available on our website to assist with the process. If you have any questions regarding this process, please contact John Woolsey, Director of Human Resources at john.woolsey@ndsu.edu or 231-8788.

Employee Engagement

I think we all realize that employee engagement matters. If we agree that it matters, and impacts performance, let’s look at what drives engagement.

Top 8 drivers of engagement

1) **Trust and integrity:**
   How well managers communicate and 'walk the talk'?

2) **Nature of the job**
   Is it mentally stimulating day-to-day?

3) **Line of sight between employee performance and university performance**
   Does the employee understand how their work contributes to the university’s performance?

4) **Career Growth opportunities**
   Are there future opportunities for growth?

5) **Pride about the university**
   How much self-esteem does the employee feel by being associated with their company?

6) **Coworkers/team members**
   Significantly influence one's level of engagement.

7) **Employee development**
   Is NDSU making an effort to develop the employee's skills?

8) **Relationship with manager**
   Does the employee value relationship with manager?

---

“Train people well enough so they can leave, treat them well enough so they don't want to.”

– Richard Branson