Search Trainings

**Tuesday, March 12 @ 1:00 pm**
Memorial Union, Hidatsa Room
**Training for Members of Search Committees**
This training is designed for those on committees searching to fill a variety of positions including directors/associate directors/managers (1000 band), professional staff (3000 band), officers of the institution (0000 band), athletic coaches, and Extension Service personnel such as county Extension educators and Extension specialists and Research Extension Center personnel such as research scientists and experiment station specialists (2000 band positions other than faculty and lecturers). Please encourage any of your employees who are currently serving or will likely be serving on a search committee for one of these types of positions, to attend this session. If you have questions or would like to RSVP, please contact Human Resources/Payroll at ndsu.hr@ndsu.edu or 231-8961.

Three offices – HR/Payroll, Office of the Provost, and Equity, Diversity and Global Outreach - have combined their efforts and expertise to develop this search committee training in an effort to increase the knowledge and skills of those serving on these committees. The two-hour session includes practical information about the search process and institutional procedures as well as information about the role that unconscious bias can play in the search process. The training is adapted from training developed by the FORWARD project for faculty search committees and will be offered at least once each semester.

Efforts are underway to make this training accessible on-line for those whose work locations and/or schedules do not permit attendance at the on-campus training; an announcement will be made when the on-line version is available.

**Monday, March 11 @ 9:00 am**
Memorial Union, Arikara Room
**Training for Administrative Staff who Provide Support for Search Committees**
This one and a half-hour training focuses on the specific role that administrative support personnel play in a search and aims to clarify the process itself and underscore the contributions that these staff members make to the search outcome. If there are administrative staff in your unit who are providing support to committees, please encourage that staff person to attend this training. This training is part of an effort to ensure that all those involved in a search are conscious of the important role they play in making a successful hire. If you have questions or would like to RSVP, please contact Human Resources/Payroll at ndsu.hr@ndsu.edu or 231-8961.

**Pre-Retirement Seminar scheduled for March 14, 2013**
Century Theater, Memorial Union— 8:15 am to 12:30 pm
This session is geared towards NDSU employees planning to retire in the next 5 to 10 years. To register, please go to: http://ndsupreretirement.eventbrite.com/?ref=estw# or contact Chris Gauthier at 701-231-5602 or Christine.Gauthier@ndsu.edu

**STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY**
**Supervisor Training Opportunity:**

**Monday, March 4 @ 9:30 am**
Memorial Union, Hidatsa Room

**How to Perform the Responsibility Review Process and Complete the Form**
- What is the purpose of the review?
- What is my role as the supervisor?
- What is the process?

*Please RSVP to brittnee.steckler@ndsu.edu if you are interested in attending!*

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**Save the Dates!**

The 25th Annual **Employee Recognition Luncheon** will be held on **Friday, April 12** at 11:30 am in the Great Plains Ballroom of the Memorial Union. Staff retirees and employees with 5, 10, 15, 20, 25, 30, 35 and 40 years of service at NDSU will be recognized at the luncheon. All NDSU employees are invited to attend the luncheon in support and recognition of their colleagues. Further details will be coming in the near future.

The annual **Quarter Century Banquet** will be held on **Wednesday, May 8** beginning with a social at 6:30 pm at the NDSU Alumni Center. Please look for additional information later in March.

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**Recruitment Resources Now Available on the Online Employment System!**

The Recruiting/Compliance Offices recently added recruitment resources to the Online Employment System (PeopleAdmin) under the Useful Links section of the home page, located on the lower right hand side. Resources on this page include: contact information for recruiters, including which bands/positions they support; FAQ’s/common terminology; job search related policies; job search information gathering checklist to assist with the posting process; search tips for administrative support; roles and responsibilities for search committees; ND Veteran’s preference information; sample interview questions; legal/not legal questions; and reference checking information. A new user’s manual/guide will be added later this year. Remember to watch your “Alerts” section of the system for future news and updates.

**Salary Administration & Responsibility Reviews**

For supervisors with employees on the 1st quarter annual review cycle, notifications have recently gone out. These reviews will be due March 31, 2013. Additionally, we will be sending out notices to all supervisors with reviews that are past due. As we approach the fiscal salary administration process, it is required that all staff have performance documentation 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

**New Staff Orientation will be held March 20!**

Memorial Union, Plains Room—8:15 am to 4:00 pm
Please encourage your new staff to attend.
Invitations will be coming soon.
Alcohol, Other Drugs, and the Workplace: Reminders for Supervisors

Employee Expectations Regarding Alcohol and Other Drug Use
According to the NDSU Code of Conduct (Policy Manual Section 151(2)), all NDSU employees are expected to conduct themselves in a businesslike manner. To this effect, being at work while under the influence of alcohol or drugs or unlawful consumption of alcoholic beverages or use of illegal drugs is prohibited. All employees must adhere to this policy when performing job duties, including employees traveling with students as part of their duties.

Supervisor and Employee Reporting Requirements for Criminal Drug or Alcohol Violations:
Supervisors: please ensure all employees are aware of and in compliance with the following policies regarding reporting requirements for criminal drug or alcohol violations:
NDSU policy 155 states that “Any employee arrested under circumstances involving an alleged violation of a criminal drug or alcohol beverage related statute while in his or her workplace, whether on or off campus; in a University vehicle; or as part of any activity the University initiates or takes part in must notify his or her immediate supervisor within five days of the arrest.

Supervisor Action: An arrest, depending on the circumstances, may be grounds for actions or sanctions. It is important that the supervisor seek advice from the Human Resources/Payroll Director of NDSU General Counsel before taking action in arrest situations.

NDSU policy 155 also states that “Any employee convicted of violating any federal, state, or local criminal drug or alcohol beverage related statute in his or her workplace, whether on or off campus; in a University vehicle; or as part of any activity the University initiates or takes part in must notify the University Human Resources/Payroll Director no later than five days after such a conviction.”

Supervisor Action: If notified of a conviction, advise employee to contact the University Human Resources/Payroll Director no later than five days after the conviction.

Supervisors of Employees working under Grants or Contracts: If notified of a conviction (this requirement does not pertain to arrests), supervisors of employees working under a grant or contract must follow the University requirements above and also notify the contracting or granting agency within 10 days of receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace. Upon receiving notice, supervisors must also take appropriate action within 30 calendar days. For more details on this requirement see http://www.dol.gov/elaws/asp/drugfree/require.htm Please note that these policies only pertain to arrests or convictions for drug offenses occurring in the workplace. Employees are not required to report drug arrests or convictions that occurred outside of the workplace.

Employee Assistance Program for Substance Abuse or Other Mental Health Concerns
Supervisors are reminded that employees experiencing mental health concerns, including substance abuse or dependency issues, are eligible for free counseling services through the Employee Assistance Program (EAP). Deer Oaks, the EAP provider for NDSU employees, is available 24-7 throughout the year to provide assistance. Additional information about the EAP is available at http://www.ndsu.edu/hr/benefits/eap/ If an employee discloses concerns with their own alcohol or other drug use or you are aware of problems related to alcohol or other drug use, you are encouraged to refer directly to Deer Oaks or Human Resources.