Employee Assistance Program Provider Change—effective July 1, 2013

NDSU has elected to switch the employee assistance program provider to The Village effective July 1, 2013. The Village offers individual and family counseling paid for by NDSU, for benefitted employees, as well as additional services such as financial counseling. They have restructured their program to meet the various needs of our campus community.

Employees and their family members may use the counseling services offered by The Village by contacting them at 1-800-627-8220. There is a minimum of 8 sessions per household available each fiscal year. The total sessions per household member is 4, however these sessions may be combined to be used as needed. For example, a household of 4 would have 16 sessions available and one person could use all 16 sessions if needed.

To assist employees with this transition, The Village has offered to work with outside providers to allow continuation of service with current counselors if possible. If you are currently using a provider through Deer Oaks EAP and would like to continue to see this provider, please contact The Village on or after July 1. They will attempt to contact your current provider to request that the provider contract with them to allow continuity of service. While they cannot guarantee that all providers will agree, they are hopeful that a majority of providers will elect to participate.

There will be two EAP orientation sessions held to briefly introduce employees to The Village EAP services on July 8 and July 15 at 2:00 pm in the Hidatsa room, Memorial Union. For those employees unable to attend an in-person session, there is a short orientation YouTube video available at: http://www.youtube.com/watch?v=T98HBZCblZY&feature=youtu.be

Work Happy!—sponsored by the Office of Human Resources/Payroll

Please join us on Thursday, July 18 at 10:00 am in the Prairie Rose room in the Memorial Union for a special presentation called Work Happy! presented by Dawn Kaiser from The Village Business Institute. Research shows that success doesn’t fuel happiness, rather happiness fuels success. In this session participants will explore actionable principles that can be used to generate happiness, improve performance and maximize their potential at work. This seminar will be approximately 1 hour in length and is free and open to all NDSU faculty and staff.

Dawn Kaiser lives her passion to energize, encourage, and equip individuals to live stronger. She is a motivational speaker, writer, blogger, teacher, leader and positive thinker extraordinaire. Dawn draws on more than 12 years of experience in the Human Resources and Organizational Development field and has her Bachelor’s degree in Business Administration and a Master’s of Education degree. She specializes in communication, leadership, high performance teams and personal development. Dawn also enjoys unleashing hope in her community and around the world through her speaking, writing and volunteer opportunities. RSVP at: http://ndsuhr-workhappy.eventbrite.com
Changes to Overtime Calculation effective July 1, 2013

The State Board of Higher Education approved changes to the calculation of overtime effective July 1. These changes are in response to audit recommendations and impact the way the forty hour work week is calculated for overtime purposes. This change will impact non-exempt employees only.

Effective July 1, annual leave, sick/dependent sick leave and compensatory time taken will no longer count for overtime purposes. However, holidays and official closings will continue to count for overtime purposes.

For example, if a non-exempt employee has worked Monday through Wednesday for their regular 8 hour shift, but Thursday they have to work an additional 2 hours beyond their 8 hours shift and has requested Friday off as annual leave, this employee would be paid for 42 hours at their regular rate of pay. There were only 34 hours of work performed and 8 hours of annual leave taken. Further information will be presented at the HR/Payroll Updates session on July 29.

Virtual Interview Training from Select Interviewing

Date: July 12 & July 15  
Time: 1:30 pm—3:30 pm  
Location: Meadow room, Memorial Union

It is critical to an organization that supervisors and search committees conduct accurate, efficient and legally defensible interviews.

This structured interviewer training course is based on extensive research and decades of first-hand experience training thousands of interviewers. It eliminates the time-consuming and unproductive elements of traditional structured interviews and concentrates on what really works. The course covers the basic fundamentals necessary to conduct effective, behaviorally based interviews in a legally defensible manner.

There are two sessions (attendees must attend both sessions) that are two hours each and include the following:

- Common Interviewing Mistakes  
- Asking Effective Questions  
- Unacceptable Questions  
- Predicting Future Performance  
- Taking Notes  
- Motivational Fit  
- Assigning Ratings  
- Best Practices  
- Skills Practice

The two sessions include guided narration, videos and interactive exercises.

*There is a limited number of opportunities for supervisors to participate in the Select Interviewing training course. This training will be facilitated in a group setting using the online course. After the session, each attendee will receive a manual and access to the online training until December 31, 2013. The online training is a self-guided and modular-based interviewing program.* Please RSVP to Colette Erickson at colette.erickson@ndsu.edu

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.
HR/Payroll  Hot Topics Sessions Scheduled

Session 1:  **HR/Payroll Updates**
This session will offer information and updates on various topics including overtime calculation, policy changes, employee leave options, ADA, retirement changes, and manager self service.

Date:  **Monday, July 29**  
Time:  **2:00 pm—3:30 pm**  
Location:  **Hidatsa room, Memorial Union**

Session 2:  **Search Training for Administrative Support Staff**
This session 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.

Date:  **Friday, August 2**  
Time:  **2:00 pm—4:00 pm**  
Location:  **Hidatsa room, Memorial Union**

Session 3:  **This is no Bull! Bullying in Higher Education**
This session will discuss what defines bullying, how employees should respond, academic mobbing and other important aspects of incivility.

Date:  **Wednesday, August 7**  
Time:  **2:00 pm—3:30 pm**  
Location:  **Hidatsa room, Memorial Union**

Session 4:  **Hire & Change Form Completion: Tips & Tricks**
This session will discuss how to properly complete Hire and Change forms for all types of employees. Some of the topics covered will include proper Action/Reason codes, routing and signatures, when to have a payment on the front or back of the Change form, and when to complete which type of form.

Date:  **Thursday, August 8**  
Time:  **9:00 am—10:00 am**  
Location:  **Meadow Lark room, Memorial Union**

Session 5:  **Manager’s Roundtable**
This session will allow supervisors to submit questions or situations prior to the session for discussion with the HR/Payroll staff, as well as provide an overview of the formal and informal referral process to the employee assistance program.

Date:  **Friday, August 9**  
Time:  **2:00 pm—3:30 pm**  
Location:  **Hidatsa room, Memorial Union**

Please RSVP by July 22 to the Office of HR/Payroll at 701-231-8961 or by email at ndsu.hr@ndsu.edu to reserve your spot. When you RSVP, please include the name of the session(s) you are planning to attend. Also, if you are attending the Manager’s Roundtable session, please include any questions, situations or topics you would like discussed.
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](http://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 power-driven 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](http://www.dol.gov/dol/topic/youthlabor/index.htm)

NDSU Department Retreats: HR/Payroll available for team building sessions

The Office of Human Resources/Payroll is offering NDSU departments a customizable team building session for departmental retreats. The session would be approximately 2 hours in length and could be tailored to fit the needs of individual departments. For further information, please contact HR/Payroll at 231-8961 or ndsu.hr@ndsu.edu

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.