



## NDSU STAFF SENATE

# NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: MARCH 9, 2005 MINUTES

**Approved by the Executive Committee on 3/30/05**

**Approved by the Staff Senate on 4/13/05**

Visit the Staff Senate Web Site at:  
[www.ndsu.nodak.edu/staff\\_senate](http://www.ndsu.nodak.edu/staff_senate)

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.  
The Executive Committee meets on the fourth Wednesday of each month from 9:30-11:00 a.m.

### **Upcoming Staff Senate Meetings:**

|                |                 |                                      |
|----------------|-----------------|--------------------------------------|
| April 13, 2005 | 9:30-10:30 a.m. | Prairie Rose Room, Memorial Union    |
| May 11, 2005   | 9:30-10:30 a.m. | Dakota Ballroom Room, Memorial Union |
| June 13, 2005  | 9:30-10:30 a.m. | Prairie Rose Room, Memorial Union    |

### **Upcoming Executive Committee Meetings:**

|                |                 |  |
|----------------|-----------------|--|
| March 23, 2005 | 9:30-11:00 a.m. | Badlands (365), Memorial Union         |
| April 27, 2005 | 9:30-11:00 a.m. | Badlands (365), Memorial Union         |
| May 25, 2005   | 9:30-11:00 a.m. | Badlands (365), Memorial Union         |
| June 22, 2005  | 9:30-11:00 a.m. | Atrium Conference Room, Memorial Union |

*All broadbanded staff are encouraged to attend.*

**1. Meeting was called to order by President Susan Bornsen.**

**Membership:** (Cindy Kozojed). Remember to check in at the back table. For today's meeting there was quorum, 45 senators present, 21 senators absent

Substitutions

Char Maas for Sheree Kornkven  
Lacey Schettler for Janet Krom  
Paulann Haakenson for Sharon Morgan  
Liz Ebsen for Audrey Olson  
Penny Aipperspach for Jackie Schluchter

*Good bye* to resigning Senator Mary Twitchell, ITS  
Welcome to appointed senator Michael Kangas, ND Forest Service

Guests present

Lila Carstensen and Cindy Reppen both from Facilities Management

**Program for today's meeting:** Dolly Wadholm introduced Jane Lessard, Chair of the SS Legislative Committee. Jane updated the senators on status of some of the bills in the legislature that pertain to staff. She reminded everyone not to use their work computer to do any lobbying with the legislature. This is not allowable (home phone or home computer should be used for expressing legislative views by State employees).

Mary Twitchell, Document/Software Manager from IACC, spoke to the Senate about the recommended university system policy changes directly affecting staff. More information on these policy changes can be found at [www.ndsu.edu/its](http://www.ndsu.edu/its) and then the link to "proposed policy revisions need review", and from there a link to the changes. Mary suggested that we go through the play changes and to please send any comments to Teresa Semmens by the end of March.

**2. Review and approval of the February 2005 Staff Senate minutes: Janine Trowbridge made a motion** to approve the February Staff Senate meeting minutes. **Paul McIntosh seconded** the motion. The **minutes were approved**.

**3. Treasurer's Report:** (Gina Haugen):

Fund # 30746.....\$5906.41

Fund #18725.....\$7311.94

The bills from the workshop have yet to be deducted from the above totals. Before committing funds, please consult with the Treasurer 1-6177, [gina.a.haugen@ndsu.nodak.edu](mailto:gina.a.haugen@ndsu.nodak.edu) or the President (1-6339, [susan.bornsen@ndsu.nodak.edu](mailto:susan.bornsen@ndsu.nodak.edu))

**4. Committee Reports:**

●**Election** (Pam Hommen/Cindy Kozojed): We are currently accepting nominations through March 21. We just received new employee numbers at NDSU. Because NDSU is growing, so is Staff Senate. We will have 65 senators next year:

| Broadband   | Title                      | Total     | Vacant    |
|-------------|----------------------------|-----------|-----------|
| 1000 & 3000 | Admin/ Mgr/Professional    | 25        | 14        |
| 4000        | Technical/Paraprofessional | 12        | 4         |
| 5000        | Office Support             | 14        | 9         |
| 6000        | Crafts & Trades            | 3         | 1         |
| 7000        | Service                    | <u>11</u> | <u>6</u>  |
|             | <b>Total</b>               | <b>65</b> | <b>34</b> |

Nominations may be submitted on-line at our Staff Senate website ([http://www.ndsu.nodak.edu/staff\\_senate/](http://www.ndsu.nodak.edu/staff_senate/)) or by paper form, which will be in the upcoming Staff Senate newsletter, "The Messenger." Nominations have been slow. Please consider another term and nominate new people for Staff Senate. Voting will be held from April 1-15.

Tammy Helweg received a Campus Kudos Award. Congratulations, Tammy!

●**Public Relations** (Tammy Helweg): Next newsletter issue will be coming out mid-March. This will be the last issue until next fall. If you wish to submit ideas, have questions or stories, please email them to: [Heather.Heger@ndsu.edu](mailto:Heather.Heger@ndsu.edu). Staff Senate has a digital camera to take pictures. If you know of any

of events that you would like published in the newsletter, please contact Heather Heger at either [Heather.Heger@ndsu.edu](mailto:Heather.Heger@ndsu.edu) or 1-8293. March Campus Kudos winner is Melanie Milam in the Math Department. Health Fair is April 12, in the MU Ballroom if you have forgotten what time you signed up for, please contact Brenda Jacobson 1-9951 or Tammy Helweg 1-7558. We are in the process of updating the WebPages.

●**Scholarship** (Diana Wangler): The Staff Senate Scholarship committee met on February 25th to finalize the process for scholarship applications. Three \$300 scholarships are available for children of NDSU broadbanded staff and three \$200 scholarships are available for NDSU broadbanded staff for the 2005-06 year. Application deadline is April 8th. The scholarship announcement will be in the March 16th publication of It's Happening, post cards will be sent to all staff next week and on the staff list serve. The Scholarship Committee will meet again on April 12th in the Plains Room at 1 p.m. to go over the applications and to select scholarship winners. Please visit the Staff Senate Scholarship web page for more information. [www.ndsu.edu/staff\\_senate](http://www.ndsu.edu/staff_senate)

●**COSE** (Cindy Kozojed): The COSE Board awarded FISH certificate to Barbara Welk. The board members are taking nominations for the upcoming April meeting.

●**Staff Development/Small Grant** (Janet Krom) Janet reported 140 people attended the recent conference. The evaluations of the day were good overall. A survey is going to be conducted to help decide on a wellness program to support.

●**Policy Coordination Committee** (Janine Trowbridge) See the attached policies. Janine explained that most of the changes in these policies are either verbage or technical. committee.

## **5. New Business/Discussion**

Reminder to everyone about the upcoming Health Fair on April 12<sup>th</sup>. If you do not remember the time slot you signed up to work, please call Tammy Helweg. We will again be distributing whistles and information about safe travel around campus.

**6. Adjourn: Janine Trowbridge made a motion to adjourn, Jane Lessard seconded the motion. The motion carried, and the meeting was adjourned.**

**Next Meeting: April 13, 2005 in Prairie Rose Room, Memorial Union.**

**NOTE:** Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Cindy Kozojed prior to the meeting (1-8431, [cynthia.kozojed@ndsu.nodak.edu](mailto:cynthia.kozojed@ndsu.nodak.edu) ).

Respectfully submitted,

Barbara Geeslin

## **POLICY CHANGE COVER SHEET**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

### **Section**

101: Personnel Definitions

Language has been changed in subsections 2.1 and 2.2 regarding 17 ½ hours per week. These changes are made so we match up with NDUS policy language.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 2/24/05

Staff Senate -

University Senate –

President's Council -

3. This policy revision was originated by (individual, office or committee/organization):

General Counsel (2/24/05)

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For any questions  
please send e-mail to:  
NDSU.Policy.Manual@ndsu.nodak.edu  
<mailto:NDSU.Policy.Manual@ndsu.nodak.edu>  
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## SECTION 101: PERSONNEL DEFINITIONS

### SOURCE:

SBHE Policy Manual, Sections 605.1 and 606.1  
NDUS Human Resource Policy Manual  
NDSU President

## 1. CLASSIFICATION STATUS

### 1.1

#### Staff Employee

A person in a position covered by the North Dakota University  
System Broadbanding System.

### 1.2

#### Non-Banded Employee

#### 1.2.1

##### Academic Staff

Faculty (instructors, assistant, associate or full  
professors), lecturers, and graduate assistants.

#### 1.2.2

##### Other Non-Banded

Staff excluded from broadbanding by Board rule: president,  
executive deans, vice presidents and officers of the  
institution or staff holding positions the institution  
president has excluded by designation, including coaches,  
extension and experiment station professionals, and others in  
2000 job categories not included in 1.2.1 above.

## 2. EMPLOYMENT STATUS

### 2.1

#### Regular Employee

A staff employee, who satisfactorily completes a probationary  
period, or a non-banded employee, who is employed at least  
seventeen and one-half hours per week if hired before August 1,  
2003 or twenty hours per week if hired on or after August 1, 2003, and  
at least ~~five months~~ twenty weeks each year.

#### 2.1.1

##### Full-Time Employee

A person employed on a regular basis for a minimum of 40 hours

per week.

#### 2.1.2

##### Part-time Employee

A person employed on a regular basis for less than 40 hours per week.

A part-time lecturer is generally considered to be a regular employee if she/he teaches 6 or more credits for two or more consecutive semesters in the same department. Credits taught through Continuing Education are not applicable for purposes of this definition.

#### 2.2

##### Temporary Employee

A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less than 17.5 seventeen and one-half hours per week if hired before August 1, 2003, or twenty hours per week if hired or after August 1, 2003 or less than five months per year. (This includes graduate assistants and student employees whose employment is incidental to their student status).

#### 2.2.1

A seasonal position is one in which a person works less than eight months per year during an institutionally designated "season", such as the agricultural growing season. A seasonal employee must be terminated at the end of the institutionally recognized season, but may be rehired for a future season although there is no guarantee of re-employment.

#### 2.2.2

When a temporary employee (excluding graduate assistants and student employees) is changed to regular status, credit will be given for the employee's prior length of service for the purpose of determining annual leave accrual rates.

### 3. OVERTIME ELIGIBILITY STATUS

#### 3.1

##### Nonexempt Employee

Those employees serving in positions covered by the Fair Labor Standards Act who are eligible for overtime pay or compensatory time off. Generally those employees in bands 4000 through 7999 are included in this group.

#### 3.2

##### Exempt Employee

Those employees serving in positions exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act because their administrative, professional or managerial responsibilities meet the exemption requirements of the Act. Generally this includes employees in bands 1000

through 3999.

HISTORY: July 1990; Amended April 1996; August 1997; August 1998; July 1999; December 1999; December 2000; February 2001, October 2001.

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## **POLICY CHANGE COVER SHEET**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

**Section**

103: Equal Opportunity/Affirmative Action Policy on the Announcement of Position Openings

The term “permanent employee” has been changed to “regular employee”. There is no definition for permanent employee. Regular employee is defined in NDSU Policy 101.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 2/17/05

Staff Senate -

University Senate -

3. This policy revision was originated by (individual, office or committee/organization):

General Counsel



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SECTION 103: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY ON THE  
ANNOUNCEMENT OF POSITION OPENINGS

SOURCE: NDSU President

The following policy has been developed after consultation with the University Attorney, the Director of Human Resources, the Director of Equal Opportunity, and the President's Council. These position announcement requirements must be followed in making any appointment to a payroll position for which the individual will receive fringe benefits.

1. If the appointment is to be ~~.44~~ .50 FTE or more and the expectation is that the appointee will serve for more than four months, the position shall be announced throughout the appropriate recruiting area as defined in Sections 200 and 303 of this Manual. Generally speaking, the recruiting area for faculty and professional administrative positions is considered to be on a national level, and the recruiting area for broadbanded technical, office, craft and trades, and service positions to be the Fargo-Moorhead area and the ten-county region surrounding the institution.

1.1

When a position vacancy occurs and there is a pool of regular employees appropriately qualified for transfer or promotion (including former employees covered by Reduction in Force policy, Section 223), a unit supervisor may choose to advertise a vacant position internally for a minimum of one week prior to initiating an external search. The procedures for these internal searches will be the same as those external searches (see Section 202 or Section 304). The Equal Opportunity Office (for non-banded positions) or the Human Resources Office (for broadbanded positions), in consultation with the unit supervisor, will be responsible to determine whether a pool of appropriately qualified employees exists.

2. If the appointment is either less than ~~.44~~ .50 FTE or clearly stipulated to be for a total duration of less than five months, then there is no formal position announcement required. Unit supervisors are, however, encouraged to announce the position on an internal or local basis. That means that an announcement might be distributed only within the University or to the eligible faculty or staff of the particular academic or administrative unit involved. However, affirmative action efforts should still be undertaken within this possible limitation to ensure that qualified minority individuals, females and individuals with disabilities are included in the applicant pool. Distributing the position announcement to the other Tri-College University

institutions or within the Fargo-Moorhead community is also encouraged.

3. Recruitment for all full-time, ~~permanent~~ regular administrative, academic and professional broadbanded staff positions (all those in the 1000, 2000 or 3000 job categories) shall include the use of a search committee of at least three people to be appointed by the unit administrator at the time the unit requests authorization to fill a position opening. Unit administrators are urged to consider the importance of diversity when making appointments to search committees.

The search committee shall be involved in recruiting, screening and interviewing applicants, with particular responsibility for affirmative action efforts to solicit and include applicants from under represented and protected groups. Selection from the group of finalists of the individual to fill the position is the responsibility of the unit administrator. The Director of Equal Opportunity or the Director of Human Resources, depending on the type of position, shall be considered an ex officio member of each search committee and will be available to assist the committee in fulfilling its responsibilities.

4. Although department heads are encouraged to post throughout the University any position that offers an important promotional opportunity to employees in other departments, the formal procedures for filling positions (see Sections 202 for broadbanded positions and 304 for non-banded) shall be optional in the following cases. Whenever an appointment is based on one of the following options, the specific option should be noted in the remarks section of the Personnel Appointment Form (100) or on the Personnel Change Authorization Form (101) and relevant documentation attached:

4.1

Timeslip employment which is not identified as a payroll budget appointment.

4.2

The transfer or promotion of an employee within a department or office, provided that the employee is fully qualified for the new position and was originally hired through a competitive search. This exception excludes faculty positions.

4.3

The transfer of a faculty member from special appointment status to a probationary appointment, provided that he or she had secured the special appointment on a nationally competitive basis.

4.4

A reassignment of duties on a part-time basis, including any appropriate change in title, which does not result in more than a 10% salary increase, a change of more than 50% of the original duties, or the creation of a position vacancy.

4.5

The appointment of an employee to fill a vacant administrative position on an acting basis, normally for a period not to

exceed one year, while a search is being conducted for a ~~permanent~~ regular appointee.

4.6

When there is concurrence by the hiring department, reassignment due to

- a) an injury resulting in worker's compensation award and subsequent retraining
- b) a reduction-in-force.

4.7

With prior approval, the temporary appointment of a person to a grant-funded position when the individual has been instrumental in the development of the project or is identified by name in the proposal as having unique expertise necessary to the project. This temporary appointment may not be continued beyond the period of the grant project, and the individual may not be transferred to any other University appointment without an appropriate search.

Note: To use this option, proposal writers should indicate their intention on the transmittal form and provide a letter of explanation when the proposal is submitted to the Office of Graduate Studies and Research. Those submitting proposals for internal funding that are not reviewed in Graduate Studies and Research should contact the Equal Opportunity Office prior to submitting the proposal.

4.8

An externally funded appointment as a postdoctoral fellow or research assistant or associate in a department where the individual has just completed an NDSU graduate degree and the assignment involves continuation of the research used for the individual's thesis/dissertation. This appointment is limited to the period for which funding has been given and normally may not exceed two years.

4.9

At the time a new employee is hired or within the first year of employment, the appointment of the employee's spouse/partner to a position for which the spouse/partner is fully qualified.

If a new employee indicates that s/he has a spouse/partner who is also interested in employment at NDSU, the department/unit administrator is responsible to:

- contact Human Resources and/or the relevant academic department(s) as soon as possible (depending on the spouse's/partner's education and experience); and
- encourage the spouse/partner to make an appointment with a staff member in Human Resources and/or with the head/chair of the

appropriate unit to review the spouse's/partner's education and experience.

#### 4.10

At the request of the appropriate supervisor, the reinstatement of a former NDSU employee who has left his/her employment within the previous nine (9) months, provided that:

- 1) the employee had a satisfactory performance record; and
- 2) the employee is returning to a position requiring similar qualifications and having similar responsibilities; and
- 3) the position is within the department where he/she worked at the time of resignation.

#### 4.11

The appointment of a post doctoral fellow (postdoc) who comes to NDSU with a newly appointed faculty member on whose research project the postdoc is currently working. The postdoc may not transfer to other NDSU employment without being hired through the usual recruitment/selection process.

5. Regardless of the position announcement procedures that are followed, all employment decisions within the University are subject to equal opportunity laws and regulations that prohibit discrimination on the basis of race, color, religion, national origin, sex, disability, age or Vietnam Era veteran status or sexual orientation. In addition, all appointments to payroll budget positions and equivalent positions supported by non-appropriated funds are subject to the equal opportunity monitoring system defined in Sections 202 and 304 of this manual.

6. Exceptions to this policy may be authorized by the President in unique circumstances.

A request for the Presidential exception is initiated by the hiring department and forwarded through the appropriate supervisory line to the unit's dean or director. If there is support from the dean or director, the request is forwarded to the appropriate vice president. If the request is supported by the vice president *after* consultation with the University's Director of Equal Opportunity and the unit's dean and director, it is forwarded by the vice president to

the President for consideration.

HISTORY: May 15, 1978; Amended February 6, 1979; April 21, 1981; November 13, 1989; September 24, 1991; April 1992; August 1993; December 1994; May 4, 1999, October 2001, October 2004.

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## **POLICY CHANGE COVER SHEET**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

### **Section**

126: Salary – Regular Employee

The term “permanent employee” has been changed to “regular employee”. There is no definition for permanent employee. Regular employee is defined in NDSU Policy 101.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 2/24/05

Staff Senate -

University Senate –

President’s Council -

3. This policy revision was originated by (individual, office or committee/organization):

General Counsel (2/24/05)

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## SECTION 126: SALARY - REGULAR EMPLOYEE

SOURCE: NDSU Policies and Procedures Manual

1. This section applies to individuals occupying a single position listed on the payroll budget; such position identified by a budget position number and appointment approved by the State Board of Higher Education.
2. Complete the Personnel Appointment Form 100 excluding the area marked Human Resources Only. This area is to be completed by Payroll or the Office of Human Resources. Submit the original form to:

Faculty & Academic Staff  
0000 & 2000 bands

Staff  
1000, 3000-7000 bands  
Director of Equal Opportunity

Assistant Director of Human Resources

It is very important that this form is filled in accurately.

3. If employment is for less than 40 hours per week, indicate percent of full time (re: 20 hours = 50 percent). Refer to Section 101 for definitions of ~~permanent~~ regular and temporary positions. Note:  
Graduate assistants will normally work 20 hours per week. As such, a full time graduate assistant is equal to one-half of a full time staff person, (i.e., 20 hours = 50 percent; 10 hours = 25 percent).
4. Complete the fund source data for each position from which the employee is to be paid. The position number must be an active position in the payroll budget. The budget column represents the amount at which the position is budgeted and can be obtained from the payroll budget.
5. The total salary and number of installments should include the total salary and the total number of installments exclusive of the fractional salary, and should reflect the total salary to be paid over the employees appointment whether 9, 10, or 12 months. (DO NOT complete this area for remaining salary or installment).
6. The fringe benefit area is to be completed if fringe benefits applicable to the position are to be charged to another fund,

i.e., the procedure applicable to appropriation funds.

7. The partial salary column is to be used for the partial month salary of employees starting on payroll during the month.
8. Individuals staffing ~~permanent~~ regular positions are entitled to benefits as described in Sections 130 -146.
9. Refer to Section 312 for explanation of Section 117, IRS Code relevant to the tax exempt compensation.
10. Refer to Section 125 for instructions relative to employees who are not U.S. citizens.
11. The names of the employees paid under this method will be entered on the annual payroll budget. The information contained in such budget will form the basis for salary payments for the coming fiscal or academic year, whichever is applicable. Contracts, where applicable, will be prepared from information contained in the payroll budget.
12. The payroll budget serves as a reappointment mechanism for all employees listed thereon. Salary payments are automatically initiated in July or September. No payroll forms are necessary.
13. Employees who are not included on the payroll budget will be paid the number of installments indicated on the Form 100. When all installments have been paid, a form 101 (Section 124) must be filed in order to reflect either a termination or a reappointment for another series of installments.

HISTORY: July 1990; Amended April 1996; September 1999.

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## **POLICY CHANGE COVER SHEET**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

**Section**

171: Staff and Faculty Recruitment and Moving Expenses

The term “permanent employee” has been changed to “regular employee”. There is no definition for permanent employee. Regular employee is defined in NDSU Policy 101.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 2/24/05

Staff Senate -

University Senate -

President’s Council -

3. This policy revision was originated by (individual, office or committee/organization):

General Counsel (2/24/05)



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## SECTION 171: STAFF AND FACULTY RECRUITMENT AND MOVING EXPENSES

### SOURCE:

SBHE Policy Manual, Sections 806.2 and 806.3  
NDSU Policy Manual

1. Stipends or consultant fees may be issued to potential candidates for positions when such persons give on-campus lectures, colloquies, seminars, demonstrations or formal consultations in a manner not significantly different from that of visitors who are not candidates for positions. Such stipends or consultant fees may be authorized from a lecturers' budget or from a consultant budget. (NDSU Guidelines: Reimbursement is made by a Request for Payment form, using TCC 309, 315, or 502.)
2. When approved by the President, the prospective candidate's travel expense may be authorized, not to exceed the receipted amount for transportation, room and board. (NDSU Guidelines: This authority may be delegated at North Dakota State University in certain instances. Such delegation will be in writing.)
3. For senior administrative and faculty positions, upon authorization of the President, travel expenses for the spouse may be authorized for a prospective candidate.
4. Upon approval of the president or designee, moving expenses may be reimbursed when staff are initially hired from outside the University system, and when ~~permanent~~ regular staff employed for one year are transferred to a new work location within the system at the direction of the employer.

#### 4.1

Personal travel for the employee and immediate family while in transit, and while in temporary living quarters (both not to exceed 10 days total) may be reimbursed at the actual per diem rates and mileage rates applicable under the employee travel reimbursement policies.

#### 4.2

Personal travel may also be reimbursed for one round trip to the new work location for the employee and spouse for up to three days to arrange for living accommodations.

#### 4.3

Transportation expenses for personal items and household goods may be reimbursed at the actual expenses incurred.

#### 4.4

The total reimbursement for transporting personal items, household goods, and personal travel shall be limited to the invoice costs plus the current per diem and mileage limits. In addition, the total reimbursement limit for ~~permanent~~ regular employees transferred within the system is limited to \$5,000. NDCC Section 44-08-04-3

5. No other staff moving expense may be paid without approval of the Board.

The following items are NDSU Guidelines:

6. Moving expenses are reimbursed to the employee by a Request for Payment form coded either TCC 407 or 409. The use of these codes depends on whether Internal Revenue Service regulations indicate whether the expenses are taxable or nontaxable to the employee. Moving expenses coded taxable (TCC 407) will be transferred to the payroll system and included in the employee's taxable income for purposes of calculating employment taxes and W-2 reporting. Moving expenses coded nontaxable (TCC 409) will be transferred to the payroll system for inclusion as a memo on the employee's W-2 form. A Moving Expense Documentation form must be used to document which expenses are taxable and nontaxable. The Request to Reimburse Moving Expense form, Moving Expense Documentation form, and appropriate receipts must be attached to the Request for Payment form.
7. If moving expenses are to be paid from salary savings, a notation should be made on the Request for Payment form to request a journal entry transfer of the expense from TCC 407 and/or TCC 409 to TCC 310. Expenditures may be made for reimbursement of moving expenses only if the department concerned has sufficient funding available. No central budget is maintained for these expenditures.

HISTORY: July 1990; Amended April 1992; January 1995

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## **POLICY CHANGE COVER SHEET**

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

### **Policy 323: Selection of Textbooks and Other Curricular Materials**

To implement NDUS Policy 611.9 and incorporate previous NDSU Policy 323 into it. NDSU Policy would prevent the author from personally receiving royalties from their texts/course materials used in a class they teach.

2. This policy has been reviewed/passed the following (include dates of official action):

Policy Coordination Committee: 7/21/04; 8/22/04 (tabled); 2/24/05

Staff Senate:

University Senate:

President's Council:

3. This policy was originated by (individual, office or committee/organizations):

Craig Schnell, Provost/Vice President Academic Affairs (8/22/04)

Rick Johnson, General Counsel (7/21/04)

### **Policy 323: Selection of Textbooks and Other Curricular Materials**

Source: NDUS Policy 611.9: Selection of Textbooks and Other Curricular Materials; President

The following rules govern selection of textbooks and other curricular materials:

1. An instructor may not receive financial compensation or any other form of remuneration, excluding supporting educational materials for teaching, from a publisher or an agent of the publisher for the purpose of selecting or assigning textbooks or other curricular materials.
2. An instructor or other employee who is paid or receives other remuneration in connection with the sale or assignment of textbooks or other curricular materials may, as provided under institution procedures implementing this policy:
  - 2.1 Assign all royalty payments or other remuneration resulting from assignment of the materials at the employing institution; or
  - 2.2 Retain royalty payments or other remuneration, in which case the final decision to assign the materials shall be made as provided under each institution's procedures. (See, however, 3.1 below.)
3. With the input of faculty, student and administration, each institution shall adopt procedures implementing this policy, including a process for review or appeal.
  - 3.1 Instructors who have published a textbook or other curricular materials for use in their courses, must avoid a personal profit from sales to their students. Royalties or other income received by the instructor for those texts or materials used in the instructor's course must be placed into department accounts for use by the department.
  - 3.2 Departments which prepare laboratory manuals or coursepacks for their students should arrange for them to be printed and sold through the Varsity Mart (The University bookstore).
  - 3.3 An employee who feels this policy has been unfairly applied to him/her can use the normal University grievance process.