



## NDSU STAFF SENATE

# NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: OCTOBER 12, 2005 MINUTES

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:

<b>November 9, 2005</b>	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
<b>December 14, 2005</b>	9:30-10:30 a.m.	Prairie Rose Room, Memorial Union
<b>January 11, 2006</b>	9:30-10:30 a.m.	Peace Garden, Memorial Union

### Upcoming Executive Committee Meetings:

October 26, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union
November 23, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union
December 28, 2005	9:30-11:00 a.m.	Badlands (365), Memorial Union
January 25, 2006	9:30-11:00 a.m.	Badlands (356) Memorial Union

***All broadbanded staff are encouraged to attend.***

**I. Meeting was called to order by VP/President Elect Steve Bergeson.**

**II. Substitutions:** (Heather Heger) Remember to check in at the back table. For today's meeting, there was a quorum with 49 senators present, 14 senators absent.

Substitutions:

Linda Krogen Brandt in for Cindy Kozojed.

*Guest: Dr. Gregory J. McCarthy, Interdisciplinary Research/CNSE/CATTT*

**III. Approval of Agenda:** The agenda was approved by unanimous consent.

**IV. Program:** Jackie Schluchter introduced Dr. Gregory J. McCarthy. Dr. McCarthy shared information about the changes and developments involving the Research and Technology Park, and CNSE. For more information see: <http://www.ndsuresearchpark.com/> and <http://www.ndsu.nodak.edu/cnse/>

**V. Approval of the September 14, 2005, meeting minutes:** Minutes, as published, were approved by unanimous consent.

**VI. Treasurer's Report:** No report. Deb Haney has resigned from her position as Staff Senate Treasurer. Staff Senate will need to elect a senator to fill this vacancy on the Executive Committee.

**VII. Committee Reports:**

- Public Relations Committee (**ATTACHMENT 1**)
- Policy (**ATTACHMENT 2**)  
For Information: #109, 130, 134, 135, 136, 137, 138, 141, 142, 143, 148, 223  
NOTE: #135 and #137 has been referred back to the PCC.
- University Senate - no report
- Election report - see Election – under New Business
- CITPG and ITS Governance Group – Brian Miller (**ATTACHMENT 3**)

**VIII. Old Business**

Maternity Leave Ad Hoc Committee – Please contact Janine Trowbridge if you would like to serve on this committee.

**IX. New Business/Discussion**

\* Election Committee Report - Heather Heger. The Election Committee is still looking for nominations to fill the 7000 (services) band. There is also an opening in the 4000 tech/paraprofessional band.

Susan Bornsen asked for nominations for Staff Senate Treasurer. Janine Trowbridge gave a brief description of the Treasurer's role in Staff Senate. As no nominations were offered, the election for Treasurer was tabled to next month.

**X. Advisor Comments, Broc Lietz:** None.

## **XI. Announcements**

Ellen Puffe: The Staff Development Committee has set the date and time for the staff development training. It will be January 31, 2006, 9:00 a.m. to 4:30 p.m. Mark your calendars.

Sharon Morgan: The next COSE meeting will be Minot on October 26<sup>th</sup>. Please forward FISH nominations to COSE committee by the October 25<sup>th</sup>.

Janine Trowbridge: There's one more candidate coming to campus for the VP for Business & Finance position. Watch for information about the open forum.

Staff Senate received a thank you note from Sharon Morgan, SERW Committee, thanking Staff Senate for their support for the ice cream break during staff recognition week.

**XII. Adjourn:** Janine Trowbridge made a **MOTION** to adjourn. Sue Geising **SECONDED** the **MOTION**. The **MOTION CARRIED**, and the meeting was adjourned.

**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 Heather Heger prior to the meeting (1-8293 ) [heather.heger@ndsu.edu](mailto:heather.heger@ndsu.edu))

Respectfully submitted,

Lois Christianson  
Secretary

Public Relations Committee:

**United Services Blood Drive** is scheduled from 10 a.m. to 3:00 p.m. on December 1 & 2. The bloodmobile will be parked at the west entrance of the Memorial Union. Collected 54 units of blood last year. Free t-shirts will be offered to those who donate. Look for more information in the campus mail.

**Salvation Army Bell Ringing** is scheduled for one day, December 12, at the main entrance (south-side) of the Memorial Union. \$469 was raised last year. To volunteer, please contact Brenda Jacobson at 231-9951 or [brenda.l.jacobson@ndsu.edu](mailto:brenda.l.jacobson@ndsu.edu).

The fall issue of the Staff Senate **Messenger** should be ready by next week. Please let us know if there are any upcoming events or articles you want included in this issue and future issues.

**Campus Kudos Reminder:** Campus Kudos is a certificate of appreciation for anyone on campus including students, staff, and faculty (all-inclusive). The certificate is issued as a heart-felt thanks for contributions to campus and the people on campus. Staff Senate sponsors this program to encourage NDSU employees to recognize co-workers when they exhibit one or more of the following valued behaviors: Customer Service, Continuous Improvement, Teamwork, Integrity, Quality.

Campus Kudos recipients receive \$3.00 of coffee cart gift certificates, which may be redeemed at either the Minard Hall or Memorial Union Coffee Carts (sponsored by President Chapman).

Campus Kudos recipients are displayed in the Memorial Union on the west wall of the corridor going to the FLC building.

Nominations may be submitted on-line at the Staff Senate website.

## **POLICY CHANGE COVER SHEET**

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

**Section: 109: Employment Eligibility Verification**

Change the name of HR/Payroll Office and also who completes form. Delete the division of duties with the merger of the two offices. Clean up other language based on the PS changes.

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll

SECTION 109: EMPLOYMENT ELIGIBILITY VERIFICATION

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 109: EMPLOYMENT ELIGIBILITY VERIFICATION

SOURCE: NDSU President

1. Legislation passed by the Congress requires that the University verify the employment eligibility of all new employees, including U.S. citizens and permanent residents as well as non-immigrants. In order to avoid the substantial financial penalties assessed for violations of this law, it shall

be the policy of North Dakota State University to comply in all substantial respects with the Immigration Reform and Control Act of 1986. The major requirement of the law is the completion of an Immigration and Naturalization

Service Form I-9 for each new employee within three days of the beginning of their employment; the University must verify the identity of the employee and

his or her eligibility to work by examining original documents such as a picture identification and a social security card.

2. Verification and completion of the I-9 shall be handled in the Office of Human Resources/Payroll. ~~one of two offices depending on the type of employee involved.~~

<del>Type of Employee</del>	<del>Responsible Office</del>
<del>Regular employees</del>	<del>Office of Human Resources</del>
<del>Time-slip employees (including student)</del>	<del>Payroll Office</del>

3. The completed I-9 form shall be maintained in the employee's file in the Human Resource/Payroll Office. NO ~~PAYROLL~~ Hiring FORMS MAY BE PROCESSED, AND NO MONTHLY PAYROLL CHECKS MAY BE ISSUED TO NEW EMPLOYEES UNTIL THIS VERIFICATION HAS BEEN COMPLETED.

HISTORY: March 18, 1989; Amended May 1996

Aubrey Ketterling

Last Updated: Tuesday, January 22, 2002, 2:31 PM

Published by North Dakota State University

## POLICY CHANGE COVER SHEET

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

### **Section: 130**

1. adds language in section 4 allowing institutions to grant additional leave for new hires to assist in the recruiting process. **(THIS WAS PREVIOUSLY SUMBITTED)**
  2. changes the order of points for better flow of submission of leave cards
  3. PeopleSoft reporting clean up
2. This policy has been reviewed/passed by the following (include dates of official action):  
Policy Coordination Committee -  
University Senate -  
Staff Senate -  
President's Council -
3. This policy revision was originated by (individual, office or committee/organization):  
Human Resources/Payroll

## SECTION 130: ANNUAL LEAVE

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

## SECTION 130: ANNUAL LEAVE

### SOURCE:

NDUS Human Resources Policy Manual, Section 6  
NDSU President

1. Annual leave with pay is earned by eligible employees for the purpose of freeing them from their regular duties to spend time in rest and recreation or to attend to personal matters. Such leave should be programmed to insure that leave is taken rather than carried forward from year to year.
2. University operations govern annual leave periods. Consideration is given first to the convenience of the administration, departmental needs, then the employee's departmental seniority and finally to the employee's preference. Annual leave is computed on the basis of the employee's hours/week, and months/year.

2.1 The employee must obtain authorization from his/her department head before taking annual leave. The form of this authorization is to be determined by the respective department head.

2.2 The employee is responsible for furnishing their supervisor or department head with a completed "notification of Employee Leave" card upon returning to work.

3. Annual leave with pay for full-time ~~benefited~~ benefitted, broadbanded staff employees is earned on the basis of continuous service from date of employment as follows:

First through third year - the equivalent of 12 days per year  
Fourth through seventh year - the equivalent of 15 days per year  
Eighth through twelfth year - the equivalent of 18 days per year  
Thirteenth through eighteenth year - the equivalent of 21 days per year  
Over eighteen years - the equivalent of 24 days per year

Each department may negotiate annual leave accrual on a case-by case basis during the recruitment, with Presidential approval.

Annual leave for full-time, non-banded employees in the following job categories is earned on the same basis as for staff employees: graduate research fellows (2230), graduate teaching fellows (2235), post doc research fellows (2240), research scientists (2420), research associates (2421),



research assistants (2422), extension program assistants (2530), and international exchange scientists (2810).

Graduate teaching, research or service assistants and experiment station project assistants do not earn annual leave.

3.1

Years of service shall be computed from the employment anniversary dates.

3.2

Annual leave for part-time staff employees and the non-banded employees identified above in 3 is earned on a prorated basis.

4. Presidents, executive deans, provosts, vice presidents, positions excluded from the broadbanding system, and other positions approved by the President or

chancellor at the time of hire are entitled to a minimum of twelve working days and a maximum of 24 working days of annual leave each year to be taken at

the convenience of the administration. Accrual rates for these employees are determined by the institution president. For any of these employees who are less than full-time, the annual leave will be prorated.

5. Annual leave for 12 month faculty and other non-banded job categories not identified in #3 above is earned at the rate of 16 hours per month, 24 days per year. Annual leave will be prorated for those who are less than full-time.

For non-banded employees on 9, 10, or 11, month appointments, see Section 320.

6. All eligible employees may accumulate annual leave hours. Full-time employees

may accumulate up to 30 working days or 240 hours which shall be carried forward on January 1st of each year. Part-time employees may accumulate up to

the equivalent number of days or hours on a prorated basis. Any accumulation in excess of 30 days or 240 hours (or the equivalent on a prorated basis for part-time employees) on December 31st of each year shall be cancelled.

7. All employees eligible to accumulate annual leave must take at least forty hours (or the equivalent on a prorated basis for part-time employees) of annual leave each year, except for the year during which they are hired.

8. When a holiday occurs during annual leave, the holiday is not considered a day of annual leave time.

9. At the discretion of the department head and the concurrence of the Director

of Human Resources/Payroll ~~Director of Human Resources~~, an employee may be granted annual leave in advance of the accumulation thereof.

10. Benefited ~~Benefitted~~ employees terminating employment must be paid for earned unused annual leave subject to all approved payroll matched reductions/deductions. "Unused annual leave" shall include any leave

carried over from the previous year and all accrued leave up to the date of termination. Proper termination notice must be given and any unearned annual leave taken shall be deducted from the employee's last paycheck.

10.1

In circumstances where an employee is paid entirely from nonappropriated sources, the unit head and the appointee may agree in writing, prior to the beginning of the appointment, that the annual leave will be used during the period of appointment and that any unused portion will be forfeited at its conclusion. In the absence of such a written agreement, the supervisor is responsible to assure that there is adequate money available for those sources to cover the payment for unused annual leave at the time of the employee's termination.

10.2

Annual leave earned by an employee on a limited term 12 month appointment (for example, interim administrative appointments or rotating department chair appointments) may not be carried forward by the employee to be used or paid for during the term of a subsequent appointment for less than 12 months. There are two options at NDSU for addressing annual leave accrual during limited 12-month appointments:

10.2.1

The unit head and the appointee may agree in writing, prior to the beginning of the limited 12-month appointment, that the annual leave will be used during the period of the 12-month appointment and that any unused portion will be forfeited at its conclusion.

10.2.2

Absent such a written agreement, for limited term 12-month appointments beginning April 1, 1998, or thereafter, the unused annual leave hours shall be paid out at the conclusion of the limited 12-month appointment.

11. In case of death, payment of all earned, unused annual leave shall be paid according to Section 34-01-12 of the North Dakota Century Code. (See Section 183.)

12. Accrued annual leave for employees previously employed with other North Dakota institutions or agencies may be transferred to institutions under the State Board of Higher Education according to agreements between the employee and the institution. If re-employment occurs within one calendar year, the re-employing institution shall credit the employee with prior years of service from any state agency in computing annual leave accrual rate.

~~The employee must obtain authorization from his/her department head before taking annual leave. The form of this authorization is to be determined by the respective department head.~~

Deleted: 13.

~~14. The employee is responsible for furnishing their supervisor or department head with a completed "notification of Employee Leave" form upon returning to work.~~

~~13. When employment begins or ends during a pay period month, the accrual of annual leave shall be prorated for the pay period month when the employee is hired or terminated and does not work a full pay period month.~~

Deleted: 15.

~~"Notification of Employee Leave" forms are processed on an on-going basis.  
— Leave cards entered by Payroll's monthly computation day are included on a  
— Departmental Leave Record which is then distributed to departments. Each  
— department is responsible for verifying the Departmental Leave Record.  
Errors  
— can be corrected by the department or reported to the Payroll department for  
— correction.~~

Deleted: 16.

14. "Notification of Employee Leave" cards are processed on an on-going basis. Each department is responsible for verifying the Departmental Leave Report. Late Leave Cards and errors must be submitted to the Office of Human Resources/Payroll for entry and/or correction.

HISTORY: July 1990; Amended April 1996; March 1998; October 1999, April 2002, October 2003.

## **POLICY CHANGE COVER SHEET**

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

**Section: 134: Faculty/Staff Assistance**

Corrects number of visits covered.

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll

## SECTION 134: FACULTY/STAFF ASSISTANCE

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

## SECTION 134: FACULTY/STAFF ASSISTANCE

SOURCE: NDSU President

North Dakota State University recognizes that a wide range of personal problems may affect employees' work performance. Such problems typically relate to family, finances, marriage, legal matters, career decisions, personal concerns, and alcohol/drug abuse. In many instances the individual handles such personal problems independently and the effect on job performance is negligible. In other cases, normal supervisory assistance serves as either motivation or guidance in resolving the problem so that the employee's performance on the job will return to an acceptable level. However, normal supervisory efforts are not always sufficient to correct unsatisfactory job performance.

The Faculty/Staff Assistance Program (FSAP) of North Dakota State University is designed to assist faculty, staff, and their families with personal problems that impair job performance. This program provides problem assessment and short-term counseling (~~not to exceed six sessions per problem~~ four sessions per family member per fiscal year) and referral to community resources when deemed appropriate.

The Faculty/Staff Assistance Program of NDSU is provided by The Village Family Service Center. The Village has offices throughout North Dakota and Minnesota, and affiliate providers across the nation.

### 1. Confidentiality

#### 1.1

All help will be provided in complete confidence between the FSAP professional and the faculty, staff, or family member receiving assistance.

All records are maintained by the FSAP provider. They will not be released without the expressed, written consent of the employee. Any record released

to NDSU by the employee will not become part of the faculty or staff member's official personnel file.

### 2. Eligibility

#### 2.1

Regular, benefited faculty and staff and their immediate family members are

eligible to use the program. Immediate family is defined for this policy to be the spouse and/or children living in the same household as the employee.

Dependent children living outside the home (i.e. college students) will be given consideration for program services. Children under age 18 will be provided an initial assessment by phone, however, will be required to have parental permission to receive program services beyond the initial phone contact.

### **3. Referral Procedures**

#### **3.1**

##### *Supervisory Referrals*

##### **3.1.1**

The supervisor is in the best position to observe the employee's job performance. It is the supervisor who observes behavioral changes through such objective measures as poor attendance, reduced productivity, and increased errors or accidents on the job. Often these problems can be handled by the supervisor working directly with the employee. However, if the resolution of the problem is beyond the resources of the supervisor, the supervisor may inform the employee that his/her work performance had declined and suggest that he/she take advantage of the assistance offered through the FSAP. Since diagnosis of the problem is not the responsibility of the supervisor, the supervisor is encouraged to make the appropriate referral after observing work performance. After the referral is made and the employee does not participate in FSAP or the work performance does not improve, the supervisor may take normal corrective or disciplinary action and bring the matter to the attention of the next supervisory level.

##### **3.1.2**

A comprehensive orientation program will be available to supervisors to enable them to better recognize behavior changes and to initiate referral.

#### **3.2 Self Referrals**

##### **3.2.1**

The faculty or staff member may decide to ask the immediate supervisor for help in efforts to seek assistance. In this case the supervisor is expected to help the employee find assistance.

##### **3.2.2**

The faculty or staff member may seek help on his/her own directly from a FSAP professional. No contact with NDSU will be made by the FSAP professional.

3.2.3

When appropriate, sick leave may be granted for treatment or rehabilitation on the same basis as for all other health problems.

Annual

leave or leave without pay may also be considered for use when necessary.

**4. Services**

Any NDSU faculty, staff, or family member may arrange service.

4.1

Appointments may be made by calling the FSAP provider office at 1-800-627-8220. Arrangements will be made for the faculty, staff or family member to see a counselor in Fargo or other available locations in North Dakota.

4.2

A counselor is available 24 hours a day, seven days a week, to address any emergency or crisis situation by calling 1-800-627-8220.

**5. Cost**

5.1

The cost for assessment, short-term counseling and referral is covered by NDSU. If costs are incurred for other services not covered by this problem or other benefits, those costs will be the responsibility of the faculty

or

staff member.

HISTORY: July 1990; Amended April 1992; August 1997

## **POLICY CHANGE COVER SHEET**

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

**Section: 135: Family Medical Leave - Uncompensated**

Add language to clarify payment of holidays while on FMLA

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll



## SECTION 135: FAMILY MEDICAL LEAVE UNCOMPENSATED

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

### SECTION 135: FAMILY MEDICAL LEAVE - UNCOMPENSATED

SOURCE: NDUS Human Resource Policy Manual, Section 22

1. Eligible employees are those individuals employed by NDSU for at least twelve months, and who have worked at least one thousand two hundred fifty hours over the previous twelve months.

#### 1.1

The maximum length of total uncompensated Family Medical Leave for eligible full time employees is twelve weeks *within a 12 month period*. Leave for eligible part time employees is based on pro rata by comparing the new schedule with the employee's normal schedule.

#### 1.2

Family leave is an unpaid leave of absence available to all eligible employees for the birth, adoption, or foster placement of a child; or for the serious health condition of the employee, the employee's parent, child, or spouse.

#### 1.3

Family leave used for the birth, adoption, or foster care placement of a child must conclude within 12 months of the event.

#### 1.4

*Medical certification may be required by NDSU to verify the existence of a serious health condition including date of commencement and probable duration of illness. If medical certification is requested it must be returned to NDSU within 15 days of the request unless it is not practical under the circumstances to do so despite diligent good faith efforts. If medical certification is not provided in a timely manner, NDSU may deny Family Medical Leave of Absence (FMLOA) until the certification has been provided.*

#### 1.5

*If NDSU has questions regarding a health care provider's certification, a second opinion may be required at NDSU's expense.*

#### 1.6

*While on FMLOA leave, a status report regarding intent to return to work upon conclusion of the leave must be given to the manager or supervisor.*

#### 1.7

*While on FMLOA, holidays are uncompensated unless the employee works the day before and the day after the holiday.*

1.8

*If the FMLOA is due to an employee's serious health condition which makes them unable to perform their job, NDSU requires certification from the health care provider the she/he is able to return to work.*

2. When leave is completed, the employee must be returned to the same position,  
or a position with equivalent compensation and benefits. If a reduction in force would have caused the position to be eliminated, this reinstatement does  
not apply.

3. Employees utilizing family leave will be provided health benefits at the same  
level and as if the employee had not taken leave.

4. *The beginning of an employee's FMLOA and returning from an employee's FMLOA leave are considered a "change in family status" for flex plan purposes. A*  
30  
*day window from the date of the change is allowed to change elections on an employee's flex plan.*

HISTORY: January 1990; Amended September 1993, March 1996; July 1997, March 2004

## **POLICY CHANGE COVER SHEET**

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

**Section: 136: Flexible Compensation Program**

Change language to reflect outsourcing to Discovery Benefits.

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll

SECTION 136: FLEXIBLE COMPENSATION PROGRAM

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 136: FLEXIBLE COMPENSATION-SPENDING ACCOUNTS PROGRAM

SOURCE: NDSU Policies and Procedures Manual

1. The "~~Flex-Comp~~FSA" Program is available to all regular employees in an approved, budgeted position who are also entitled to all other fringe benefits. The program offers the employee an opportunity to deduct from gross income certain federally approved expenses in the following areas:

- Insurance premiums
- Medical expense reimbursements
- Dependent care expenses

2. The Plan year runs from January 1 through December 31 and enrollment will be held each year in November. Enrollment deadline is the last working day of November.

3. New employees, if they chose to participate, must enroll within 30 days of employment.

4. ~~Enrollment information is available from the Office of Human Resources. Reimbursement information is available from the Payroll department or the Office of Human Resources.~~ Employment and reimbursement information is available from Discovery Benefits, Inc. ([www.flexiblebenefits.com](http://www.flexiblebenefits.com)).

HISTORY: February 1, 1989; Amended April 1996

NDSU Policy Manual

Last Updated: Tuesday, January 22, 2002, 2:31 PM

Published by North Dakota State University

## **POLICY CHANGE COVER SHEET**

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

**Section: 137 Holidays**

Adds language to clarify the requirements for receiving pay for holidays.

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

Policy Coordination Committee

President's Council -

University Senate -

Staff Senate -

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

Office of Human Resource/Payroll

## SECTION 137: HOLIDAYS

For any questions please send e-mail to: [NDSU.Policy.Manual@ndsu.edu](mailto:NDSU.Policy.Manual@ndsu.edu)

## SECTION 137: HOLIDAYS

SOURCE: SBHE Human Resource Policy Manual

1. The University shall observe the following legal holidays:

- New Year's Day
- Martin Luther King, Jr.
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

1.1

University offices must be closed at 12-noon on December 24 Christmas Eve Day unless it is a weekend or holiday pursuant to NDCC Section 1-03-02.1.

1.2

Employees of state institutions of higher learning shall also observe every day appointed by the President of the United States or by the Governor of this state as a public holiday.

1.3

If such holiday falls on Saturday, the preceding Friday shall be observed as the holiday; or if the holiday falls on Sunday, the following Monday shall be the holiday.

~~2.~~ In order to receive pay for a holiday, an employee must work both the day preceding, and the day following the holiday (see policy 212.1.1 on work week definition).

~~2.~~ 3. Operational units of the University shall close or operate with a minimum staff on observed holidays. Employees who because of work schedules have a regular day off that coincides with a holiday shall have an additional day off with pay at the convenience of the University.

~~3.~~ 4. Special religious holidays may be observed with the advance approval of the

department head. Such time shall be charged to accumulated annual leave.

HISTORY: July 1990; Amended April 1992; December 1996; July 1997

## POLICY CHANGE COVER SHEET

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

**Section: 138: Insurance Benefits**

New vendor for state Life Insurance

Outsourced FSA

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll



## SECTION 138: INSURANCE BENEFITS

For any questions please send e-mail to: [NDSU.Policy.Manual@ndsu.edu](mailto:NDSU.Policy.Manual@ndsu.edu)

## SECTION 138: INSURANCE BENEFITS

SOURCE: NDSU President

1. The University makes available to regular employees certain types of group insurance expressly for the purpose of insuring personal security planning. Detailed information is available in the Office of Human Resources [/Payroll](#).

### 2. Group Health Insurance

Group health insurance is available to employees and their dependents. NDSU pays the premium for regular employees for either single or family coverage, and coverage becomes effective the first day of the month following employment.

### 3. Life Insurance (~~ReliaStar Life Insurance Co.~~ [Prudential](#))

A basic term insurance policy is provided to all regular employees of the University. Under this policy, employees may acquire additional term insurance

from \$5000 to \$200,000 in increments of \$5000. Coverage for spouse and children is available when supplemental insurance is purchased.

### 4. Long-Term Disability-Faculty, Professional, and Administrative Staff

All faculty, professional, and administrative staff employees who participate

in either TIAA-CREF, TIRF, TFFR, or Federal retirement will be covered as of the date of employment except for injury, sickness, or pregnancy which occurred prior to the date of employment. However, this exclusion will be waived for employees who have been insured for 180 days or were insured under

another TIAA-CREF group disability plan with their previous employer.

#### 4.1

Benefits will begin on the first day of the month following six continuous months of total disability.

#### 4.2

The new Monthly Income Benefit is equal to the lessor of:

##### 4.2.1

60% of the Employee's Monthly Wage base not to exceed a benefit of \$7,500 per month; or

##### 4.2.2

70% of the Employee's Monthly Wage Base not to exceed a benefit of \$7,500, less the sum of the benefits from other sources that apply to the same month.

Benefits from other sources are set forth in detail in "Part 8: DEFINITIONS" of North Dakota University System Disability Benefit

Certificate.

4.3

In no event will the monthly income benefit be less than \$50.

**5. Long-Term Disability-Broadbanded Staff**

All broadbanded staff who have accumulated six months of service credit in NDPERS retirement plan will be covered under the Plan's long-term total disability program.

5.1

Disability eligibility determinations are made for the Board by a medical advisor to the Plan.

5.2

The monthly benefit will be 25% of the employee's final average salary for as long as the employee is disabled. This payment will not be reduced by

any

other benefits an employee may be receiving as a result of disability.

5.3

The minimum basic disability benefit is \$100 per month.

**6. Group Dental Plan/ReliaStar (ING)**

This optional dental insurance program is available at the employee's own expenses. Enrollment is required during the first 30 days of employment or during an enrollment period as determined by North Dakota Public Employees Retirement System.

**7. Group Vision Plan (Ameritas)**

This optional vision insurance program is available at the employee's own expenses. Enrollment is required during the first 30 days of employment or during an enrollment period as determined by North Dakota Public Employees Retirement System.

**8. Group Long-Term Care Insurance (UNUM Corporation)**

An optional insurance plan to cover specific expenses for home health care, community-based services, and/or nursing home care. New employees and their spouses may enroll within 30 days of employment. Rates are determined by age at time of enrollment. Premiums are paid through payroll deduction.

**9. ~~FlexComp Program~~ Flexible Spending Accounts (Discovery Benefits, Inc.)**

An optional program which allows employees to set aside pretax income to pay for dependent care expenses and/or medical expenses. Insurance premiums available through payroll are purchased with pretax income unless indicated otherwise by the employee.

HISTORY: July 1, 1990; Amended April 1992; January 1995; April 1996; August 1996; May 1997; December 1999; October 2000; November 2000; June 2001; March 2002; April 2003.

## POLICY CHANGE COVER SHEET

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

**Section: 141: Retirement Services**

Correct miss information.

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll

## SECTION 141: RETIREMENT SERVICES

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

### SECTION 141: RETIREMENT SERVICES

SOURCE: NDSU Policy and Procedures Manual

1. Unless expressly provided for, there is not a mandatory retirement age for most faculty and staff.
2. To be recognized as a "retiree" from the University a faculty or staff member must have been a regular employee and eligible to receive retirement benefits at the time of separation from service.
3. Retired faculty and staff are eligible for services offered by the University to encourage retirees to maintain an association with the University and to continue participation in activities as time and interest permit.

#### 3.1

The range of retirement services is fully described in a brochure, "Retired Faculty/Staff Services" which is available from the ~~Human Resources Office~~ Office of Human Resources/Payroll.

#### 3.2

The ~~Human Resources Office~~ ID Card Center will ~~issue~~ exchange the employees current NDSU identification card for a retiree ~~an~~ NDSU identification card ~~to~~ for each faculty and staff member at the time of retirement for ~~using~~ use of the various services. These identification cards will be in effect for the duration of each employee's retirement.

HISTORY: July 1990, Amended June 1994

NDSU Policy Manual

Last Updated: Tuesday, January 22, 2002, 2:31 PM

Published by North Dakota State University

## **POLICY CHANGE COVER SHEET**

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

**Section: 142: Retirement Plans**

Correct information.

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll

## SECTION 142: RETIREMENT PLANS

For any questions please send e-mail to: [NDSU.Policy.Manual@ndsu.edu](mailto:NDSU.Policy.Manual@ndsu.edu)

## SECTION 142: RETIREMENT PLANS

### SOURCE:

NDSU President

NDUS Human Resource Policy Manual, Section 10

1. North Dakota law requires regular employees who are 18 years of age or older and work 20 hours or more per week for 5 months or more a year to participate in a retirement plan.

#### 1.1

Faculty are generally considered half-time and covered under TIAA/CREF when

they teach 6 semester credit hours or more or are otherwise considered half-time by their respective college for at least two consecutive semesters.

2. All non-professional, staff employees (technical/para-professional, office, crafts/trades, and service bands) will participate in the North Dakota Public Employees Retirement System (NDPERS).

#### 2.1

The entire cost of this retirement plan, which amounts to 9.12 percent of gross salary, is paid by the University.

3. All faculty, other academic staff, administrators, and professional staff employees will participate in a Teachers Insurance and Annuity Association - College Retirement Equities Fund (TIAA/CREF) retirement plan which has been approved by the State Board of Higher Education. (A copy of the most recent plan document may be obtained from the ~~Human Resources Office~~ Office of Human Resources/Payroll.)

#### 3.1

In lieu of participation in the TIAA/CREF retirement plan, eligible employees having accrued retirement benefits under the North Dakota Public Employees' Retirement System (PERS) may elect to continue participation in PERS. A PERS participant who later qualifies for participation in TIAA/CREF may elect to become a participant by making such election within sixty days of being transferred or placed in a different band. In absence of such election, the right of participation is irrevocably waived. Eligible

employees who have accrued retirement benefits under the TIAA/CREF plan,  
and  
who later qualify for participation in PERS, may within sixty days of the  
transfer or placement in a different band elect to continue participation  
in  
TIAA/CREF in lieu of participation in the PERS retirement plan. In absence  
of such election, the right of participation is irrevocably waived.

### 3.2

Teaching and research faculty with rank of assistant professor or  
instructor, research personnel and lecturers with equivalent rank, and  
professional staff (3000 band) participate in the TIAA/CREF plan as of the  
date of first employment at an employee-employer contribution rate of 5  
percent (1/2 percent employee contribution, 4.5 percent employer  
contribution); after two years of service the rate shall be 11 percent  
(1.5  
percent employee contribution, 9.5 percent employer contribution); after  
ten  
years of service the rate shall be 12 percent (2.0 percent employee  
contribution, 10.0 percent employer contribution).

### 3.3

Teaching and research faculty with rank of professor or associate  
professor,  
research personnel with equivalent rank, and executive and administrative  
staff (1000 band) participate in the TIAA/CREF plan as of the date of  
first  
employment at an employee-employer contribution rate of 11 percent of  
contract salary (1.5 percent employee contribution, 9.5 percent employer  
contribution.) After 10 years of service, the total contribution rate  
shall  
be 12 percent (2.0 percent employee contribution, 10 percent employer  
contribution).

### 3.4

Employees shall be given credit for years of service during which they  
accrued retirement benefits under NDPERS, TFFR, and/or TIAA/CREF . Credit  
for TIAA/CREF years of service shall also include credit earned at other  
institutions, including out-of-state institutions, provided employee has a  
current TIAA/CREF contract (i.e. was not repurchased).

### 3.5

Each employee must designate the percentage basis for allocating their  
premiums between TIAA , which provides a fixed amount of future retirement  
income, and the CREF accounts, which provide a variable annuities. This  
percentage election may be changed at any time by calling 1-800-842-2252  
[2776](#) or by requesting a form from the Office of Human Resources/[Payroll](#).

### 3.6

All contributions (both employer and employee) will be made on a  
tax-sheltered basis. When tax-sheltering, the employee does not pay income  
tax on the contributions until the funds are withdrawn from the retirement  
program.

3.7

Each employee may also tax-shelter additional salary without matching funds from the University to a Tax Sheltered Annuity by payroll reduction.

3.8

The employee-employer total contribution is forwarded to TIAA/CREF . The employee's contribution is from semi-monthly compensation based on a regularly executed contract.

3.9

Early retirement under the TIAA/CREF retirement plan is permitted when employment ceases prior to age 59 1/2 with an approved Early Retirement Agreement.

HISTORY: July 1990; Amended April 1992; June 1994; August 1997; July 1999



## **POLICY CHANGE COVER SHEET**

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

**Section: 143: Sick/Dependent Leave**

Clean up language based on PS changes.

Reorganize the flow of points in policy for better flow.

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll

## SECTION 143: SICK/DEPENDENT LEAVE

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

## SECTION 143: SICK/DEPENDENT LEAVE

SOURCE: SBHE Human Resource Policy Manual

1. Sick leave is a benefit granted by the University to eligible employees and is not a benefit considered to be earned by the employee such as annual leave. It is an insurance benefit allowing employees to build a reserve of days they can use for their extended illnesses. Abuse of this benefit may be grounds for disciplinary action or termination. Employees are responsible for informing their supervisors prior to the start of their work schedule of their sickness.

### 1.1

The employing department may require satisfactory medical verification as deemed necessary by the department head prior to the payment of sick leave.

1.2 The employee is responsible for furnishing their supervisor or department head with a completed "Notification of Employee Leave" card upon returning to work.

2. Sick leave is granted on the basis of continuous service from date of employment for benefited ~~benefitted~~ staff employees, and benefited ~~benefitted~~ 12-month academic staff and other non-banded staff.

3. Sick leave for full-time eligible employees accrues based on rate per hour @ rate equivalent to 12 days per year. Sick leave for eligible part-time employees working 20 ~~17.5~~ hours or more per week is granted on a prorated basis. Sick leave accumulation is unlimited.

4. Sick leave may be granted to employees who become ill while on vacation provided satisfactory medical proof of such illness is submitted.

5. When a holiday occurs during a paid sick leave, the holiday is not considered a day of sick leave.

6. Upon termination, employees with ten years of continuous state service will receive a payment equivalent to 10% of the dollar value of their accrued sick leave. The amount is computed on the basis of the employee's salary at the time of termination and shall be in the form of a lump-sum payment.

7. At the discretion of the department head and the concurrence of the Director of Human Resources/Payroll ~~Director of Human Resources~~, an employee

may be granted sick leave in advance of the accumulation thereof. Any sick leave taken in advance of accumulation shall be deducted from the employee's last paycheck.

8. *Unless an approved leave of absence has been granted, an employee who is off*

*the payroll for one year shall lose unused sick leave.*

9. Accrued sick leave is transferable ~~transferrable~~ from any state agency to the employing institution if employment with the institution occurs within one calendar year of separation ~~termination~~ of service with the state agency. In the event of a Reduction in Force, sick leave is transferable if reemployment occurs within two calendar years.

10. Sick leave may be used by the employee when:

10.1

The employee is ill or injured and is unable to work.

10.2

The employee has an appointment for the diagnosis or treatment of a medically related condition.

10.3

The employee wishes to attend to the needs of an eligible family member who

is ill or to assist them in obtaining other services related to their health

or well-being. Eligible family members include the employee's spouse, parent

(natural, adoptive, foster, and step-parent); child (natural, adoptive, foster, and step-child); or any other family member who is financially or legally dependent upon the employee or who resides with the employee for the

purpose of the employee providing care to the family member.

10.4

Sick leave used for the purposes described in 10.3 shall not exceed forty (40) hours per calendar year.

11. *When employment begins or ends during a pay period ~~month~~, the accrual of sick leave shall be prorated for the pay period ~~month~~ when the employee is hired or terminated and does not work a full pay period ~~month~~.*

12. *Sick leave is not accrued during developmental leaves or leaves of absence without pay.*

13. *Accumulated sick leave may be used for any period(s) of actual disability caused or contributed to by pregnancy. Beyond the period of disability, an employee may request use of annual leave, family leave, and/or leave without pay to provide for an extended post-delivery period away from work.*

14. "Notification of Employee Leave" cards are processed on an on-going basis.  
Each department is responsible for verifying the Departmental Leave Report.  
Late leave cards and errors must be submitted to the Office of Human  
Resources/Payroll for entry and/or corrections.

HISTORY: July 1990; Amended April 1992; July 1997, April 2002, January 2004

Aubrey Ketterling  
Last Updated: Tuesday, January 22, 2002, 2:31 PM  
Published by North Dakota State University

## **POLICY CHANGE COVER SHEET**

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

**Section: 148: Payroll Deductions Services**

Delete plan that is no longer available.

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll

SECTION 148: PAYROLL DEDUCTION SERVICES (INSURANCE)

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 148: PAYROLL DEDUCTION SERVICES (INSURANCE)

SOURCE: NDSU President

1. The University provides payroll deduction service for certain types of voluntary group insurance. Detailed information is not available on campus but is available through the providers named.

**2. Supplemental Life Insurance (ReliaStar Life Insurance Co.-TriTerm Policy)**

This optional life insurance program provides term insurance for employees. Coverage is also available for spouse and children. Basic amounts of coverage are \$10,000 or \$20,000 or \$30,000 for the employee, with additional amounts available for spouse and children. Options are also available to increase employee coverage to a maximum of \$250,000. Insurance may be continued by direct billing or the policy may be converted to a whole-life policy at the employee's option upon termination of employment.

Applications must be made within the first 60 days of employment in order for the employee's basic coverage to be obtained without health questions. Spouse and dependent insurance will require the medical questions to be answered and approval through ReliaStar.

**3. Accident Insurance (Reliance Standard Life Insurance Co.)**

An optional group accidental death and dismemberment program is available to all employees with a minimum coverage of \$10,000 and additional increments of \$5,000 to a maximum of \$300,000 coverage. Family coverage is also available.

**4. Cancer Indemnity Insurance (AFLAC-American Family Life Assurance Co. of Columbus)**

This optional supplemental health insurance plan provides for benefits when hospitalized for definitive cancer treatment. This includes both inpatient and outpatient services. The benefits are paid directly to the insured to assist with out-of-pocket expenses.

**5. Hospital Intensive Care Insurance (AFLAC-American Family Life Assurance Co. of Columbus)**

An optional insurance plan which provides benefits for confinement in a hospital intensive care unit. The benefits are paid directly to the insured to assist with out-of-pocket expenses.

**6. ProviDent Dental Plan (closed to new hires; currently enrolled participants only)**

This optional dental maintenance program is available at the employee's expense. The plan requires the choice of a participating dentist in the program. Therefore, enrollment is contingent on the availability of participating dentists. The plan covers bitewing X-rays and an annual cleaning at no cost beyond the monthly subscriber's fee. Other treatments, including office visits and oral exams, involve co-payments.

~~Vision Care (Co Health Plus)~~

Deleted: 7. ♡

~~An optional vision care plan allows employees to purchase eye glass frames and lenses at a substantial discount from a selected provider. A minimal annual premium covers the employee and his/her entire family. There is no limitation on number of eye glasses purchased on the program.~~

**7. Group Long-Term Care Insurance (CNA Insurance Company)**

Deleted: 8.

An optional insurance plan to cover specific expenses for home health care, community-based services, and/or nursing home care. New employees and their spouses may enroll within 30 days of employment. Rates are determined by age at time of enrollment. Premiums are paid through payroll deduction.

HISTORY: July 1, 1990; Amended April 1992; January 1995; April 1996; August 1996; May 1997; December 1999; October 2000; November 2000; June 2001, March 2002.

Aubrey Ketterling  
Last Updated: Monday, March 25, 2002, 2:31 PM  
Published by North Dakota State University

## **POLICY CHANGE COVER SHEET**

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

**Section: 148: Payroll Deductions Services**

Delete plan that is no longer available.

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll



SECTION 148: PAYROLL DEDUCTION SERVICES (INSURANCE)

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

SECTION 148: PAYROLL DEDUCTION SERVICES (INSURANCE)

SOURCE: NDSU President

1. The University provides payroll deduction service for certain types of voluntary group insurance. Detailed information is not available on campus but is available through the providers named.

**2. Supplemental Life Insurance (ReliaStar Life Insurance Co.-TriTerm Policy)**

This optional life insurance program provides term insurance for employees. Coverage is also available for spouse and children. Basic amounts of coverage are \$10,000 or \$20,000 or \$30,000 for the employee, with additional amounts available for spouse and children. Options are also available to increase employee coverage to a maximum of \$250,000. Insurance may be continued by direct billing or the policy may be converted to a whole-life policy at the employee's option upon termination of employment.

Applications must be made within the first 60 days of employment in order for the employee's basic coverage to be obtained without health questions. Spouse and dependent insurance will require the medical questions to be answered and approval through ReliaStar.

**3. Accident Insurance (Reliance Standard Life Insurance Co.)**

An optional group accidental death and dismemberment program is available to all employees with a minimum coverage of \$10,000 and additional increments of \$5,000 to a maximum of \$300,000 coverage. Family coverage is also available.

**4. Cancer Indemnity Insurance (AFLAC-American Family Life Assurance Co. of Columbus)**

This optional supplemental health insurance plan provides for benefits when hospitalized for definitive cancer treatment. This includes both inpatient and outpatient services. The benefits are paid directly to the insured to assist with out-of-pocket expenses.

**5. Hospital Intensive Care Insurance (AFLAC-American Family Life Assurance Co. of Columbus)**

An optional insurance plan which provides benefits for confinement in a hospital intensive care unit. The benefits are paid directly to the insured to assist with out-of-pocket expenses.

**6. ProviDent Dental Plan (closed to new hires; currently enrolled participants only)**

This optional dental maintenance program is available at the employee's expense. The plan requires the choice of a participating dentist in the program. Therefore, enrollment is contingent on the availability of participating dentists. The plan covers bitewing X-rays and an annual cleaning at no cost beyond the monthly subscriber's fee. Other treatments, including office visits and oral exams, involve co-payments.

~~Vision Care (Co Health Plus)~~

Deleted: 7. ♡

~~An optional vision care plan allows employees to purchase eye glass frames and lenses at a substantial discount from a selected provider. A minimal annual premium covers the employee and his/her entire family. There is no limitation on number of eye glasses purchased on the program.~~

**7. Group Long-Term Care Insurance (CNA Insurance Company)**

Deleted: 8.

An optional insurance plan to cover specific expenses for home health care, community-based services, and/or nursing home care. New employees and their spouses may enroll within 30 days of employment. Rates are determined by age at time of enrollment. Premiums are paid through payroll deduction.

HISTORY: July 1, 1990; Amended April 1992; January 1995; April 1996; August 1996; May 1997; December 1999; October 2000; November 2000; June 2001, March 2002.

Aubrey Ketterling  
Last Updated: Monday, March 25, 2002, 2:31 PM  
Published by North Dakota State University

## **POLICY CHANGE COVER SHEET**

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

**Section: 223: Reduction in force**

Add language regarding working the last day of employment.

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

Policy Coordination Committee -

University Senate -

Staff Senate -

President's Council -

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

Human Resources/Payroll

## SECTION 223: REDUCTION IN FORCE

For any questions please send e-mail to: NDSU.Policy.Manual@ndsu.edu

### SECTION 223: REDUCTION IN FORCE

SOURCE: NDUS Human Resource Policy Manual, Section 24

1. When necessary to achieve a reduction in force, the University may terminate any staff employee due to an organizational or procedural change, diminished workload, lack of funds, or other exigency. *NDSU shall determine which services will be eliminated, reduced, or achieved in another form.* The employee shall be given at least two weeks written notice of the reduction.  
At the university's discretion, employees may be given two weeks pay in lieu of the two weeks notice.

1.1

When appropriate, the University may choose to offer a severance package.

Deleted: 1.2

2. The University shall not subject regular staff employees (see Section 101.3) to a reduction in force while there are temporary or probationary employees engaged in the same work, serving at the same work unit.
3. The University shall conduct reductions in force in a non-discriminatory manner (see Section 100) and shall not use such actions as a substitute for disciplinary measures.
4. Based upon departmental need and work to be performed, the department head shall determine which employees will be subject to a reduction in force. In determining which employees shall be terminated, the department shall consider the following:
  - 4.1  
An analysis of the acquired knowledge, demonstrated skills, and versatility of its employees compared to the work to be done and the available funding.  
Employees lacking the necessary skills and versatility should be considered for reduction.

4.2

An analysis of the level of demonstrated work performance. Employees having a consistently low level of performance should be considered for reduction.

4.3

A review of the length of service of its employees. Employees with the fewest years of service should be considered for reduction.

4.4

An analysis of the extent of required training needed to train a reassigned employee to full productivity in a different position. Employees requiring substantial retraining should be considered for reduction.

5. Each department shall submit written documentation of the required analysis (see Section 223.4) to the Office of Human Resources/Payroll ~~Office of Human Resources~~ for review prior to taking a reduction in force action.

6. Rehiring of employees terminated as a result of a reduction in force shall be in the reverse order of layoff when a similar job becomes available in their former department within two years from the date of termination.

7. Employees not on probation when terminated as a result of a reduction in force and rehired within two years shall be credited with:

7.1

Previous service for the purpose of determining annual leave accrual rates.

7.2

Sick leave hours accumulated prior to the reduction, less the amount paid pursuant to Section 143.6 of this manual.

7.3 Previous retirement option. The employee may elect to reinstate whichever retirement plan they were previously enrolled in or elect to enroll in the new option available based on position.

8. Employees not on probation when terminated as a result of a reduction in force shall, for two years following the reductions, be provided the following additional services:

8.1

To the extent possible, the University will assist terminated employees in searching for other employment.

8.2

The North Dakota University System shall maintain a list of employees, including their former qualifications, who were terminated due to a reduction in force. This list shall be made available to all institutions for employment considerations. Individuals from this list shall be treated as internal applicants by the hiring institution.

8.3

To assist in retraining efforts, employees terminated due to a reduction in force may continue to utilize the NDSU employee tuition waiver as defined in Section 133 of this manual.

HISTORY: July 1990; Amended December 1992; July 1997; July 1999, October 2003, May 2004.

ATTACHMENT 3

CITPG has worked on a list of action items for this year. Some issues that have been mentioned are:

1. Scheduling of PC Cluster classrooms continues to be a problem for faculty
2. Working on a long term plan for instrumented classrooms
3. Developing a long term plan to transition to a laptop campus
4. Closer relations between ITS and academic departments to assist faculty training, assisting with grant writing and computational support

It should also be noted that no one from ITS has attended any of the CITPG meetings this school year. There was a mention of an ITS representative attending, but no one has.

I am also a member of the IT Governance Review Team, and there have been two meetings so far. We have reviewed several papers on the definition of IT Governance and have started discussing a proposed scheme presented to many groups last year.

Brian Miller