



STAFF Handbook

2019 - 2020



Message from President Shirley



On behalf of the entire team at Minot State University, I am pleased to welcome you to the MSU family. I wish nothing but great success for you in your new role here at MSU.

Every member of the Minot State community plays an important role as we deliver education to our current (and future) students, and I challenge our entire team to make the most of that opportunity. As a valued member of MSU's staff, please know the entire administrative team recognizes your efforts in helping our students enjoy the best possible experience at MSU.

This staff handbook is intended to provide an overview of important information to help with your transition to MSU. It outlines the policies, procedures, programs, and benefits available to eligible staff. Please use it to better understand your opportunities for professional growth as well as your responsibilities as an employee at MSU.

While this handbook hopefully addresses many of the questions and concerns you may have about employment at Minot State, please do not hesitate to contact our Human Resources office with any further questions you might have. We welcome your questions, comments, and suggestions anytime.

Best wishes in your new role, and again, welcome to Minot State University!

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Shirley".

Steven W. Shirley, PhD,
President
Minot State University



TABLE OF CONTENTS



CHAPTER 1: INTRODUCTION

- About this Handbook..... 2
- Mission Statement..... 2
- Vision..... 2
- Goals..... 2
- A Brief History of Minot State University..... 3
- MSU Beaver Mascot..... 4
- Administrative Structure..... 5
- Campus Map..... 6
- Campus Building Descriptions..... 6

CHAPTER 2: WORKPLACE POLICY

- Non-Discrimination (EEO) 10
- Americans with Disabilities Act 10
- Code of Conduct..... 10
- Anti-Harassment 10
- Sexual Harassment 10
- Title IX 11
- Consensual Relationships 11
- Discrimination and Harassment 11
- Employee Responsibility: Theft, Fraud, Abuse and Waste 11

CHAPTER 3: WORKING @ MSU

- Office Hours 13
- Workweek 13
- Rest Periods..... 13
- Job Vacancies..... 13
- Position Descriptions..... 13
- Career Mobility..... 14
- Job Postings..... 14
- Veterans Preference..... 14

- Employment of Relatives 14
- Criminal History Records Check..... 14
- Employment Verification..... 14
- Employee Orientation 15
- Campus Connection 15
- Help Desk 15
- University ID 15
- Campus Parking 15
- Probationary Period..... 15
- Performance Development Review 15
- Flexible Work Schedule 16
- Voluntary Work-Schedule Reduction 16
- Conflict of Interest 16
- Theft and Fraud 17
- Fraud Hotline..... 17
- Employee Separation 17
- Resignation 17
- Reduction in Force 17
- Retirement 18
- Job Discipline and Dismissal 18
- Exit Interview..... 18
- Employee Separation Checklist..... 18
- Staff Emeritus Guideline 18
- Outside Employment 18

CHAPTER 4: EMPLOYEE RESOURCES

- Campus Announcements 20
- Calendar of Events 20
- Social Media..... 20
- Red & Green..... 20
- Inside Newsletter 20

Dining Services	20
Beaver Bucks	20
Education and Tuition.....	20
Theatre.....	21
Athletics	21
Art.....	21
Music	21
Wellness Center.....	21
MSU Dome	22
Swimming.....	22
Student Health Center	22
Communication Disorders Clinic.....	22
Gordon B. Olson Library	22
Staff Senate.....	22
Council of State Employees	22
External Activities.....	22

CHAPTER 5: COMPENSATION & PAYROLL

Pay Policy	24
Payday	24
Payroll Deductions	24
Time Reporting, Labor and Absent	24
Management (TLAB)	
Overtime Pay and Compensatory Time.....	24
Employment Types.....	25
Position Descriptions.....	25
Broadbanding.....	26
Job Classifications.....	26

CHAPTER 6: EMPLOYEE LEAVE TIME

Holidays.....	28
Annual Leave.....	28
Sick Leave	28
Family Leave (FMLA)	29

Funeral Leave	30
Jury Duty	30
Military Leave	30

CHAPTER 7: EMPLOYEE BENEFITS

Benefit Eligibility.....	32
Health Insurance	32
Dental	32
Vision.....	32
Flexible Spending Account (FSA)	32
Open Enrollment Period	33
Qualifying Event	33
Shared Leave Program	33
Employee Assistance Program (EAP)	33
Life Insurance.....	34
Retirement	34
TIAA.....	34
NDPERS	35
Supplemental Retirement Account	35
Long-Term Disability Insurance	35
Long-Term Care.....	35
Transfers.....	35

CHAPTER 8: HEALTH AND SAFETY

Campus Closure and Emergency	37
Notification System	
MSU Weather Closures	37
Workers' Compensation	37
Designation of Medical Provider	38
Tobacco Free Workplace.....	38
Drug Free Workplace.....	38
Emergency Procedures.....	38
Emergency Phone List.....	39

A printed copy is available by downloading the PDF version.

Introduction



Inside Chapter 1:

- About this Handbook
- Handbook Updates
- Mission Statement
- Vision Statement
- Goals
- A Brief History of Minot State University
- Administrative Structure
- Campus Map
- Campus Building Descriptions



**The University is
comprised of three
colleges ...**

College of Arts and
Sciences

College of Business

College of Education
and Health Sciences

ABOUT THIS HANDBOOK

This handbook provides general information regarding policies and practices relevant to staff employees. It is not intended to cover all scenarios that may arise in the workplace. MSU will make every effort to update employees as changes take place. It is every employee's responsibility to access this information and comply with any changes.

This handbook is not intended to create, nor be interpreted as creating, a contract between MSU and any of its staff. It does not guarantee any fixed terms or conditions of employment. MSU retains the right to make changes at any time. This handbook replaces all previous employee handbooks and supersedes any departmental handbook when there is a conflicting content. If a policy and the Handbook conflict, the policy supersedes.

HANDBOOK UPDATES

The content of this handbook will change over time. When possible, Human Resources (HR) will update employees via the HR website and/or campus announcements. All staff employees are responsible for reading and complying with any changes.

Further information regarding policies and procedures can be obtained by using the links provided in this handbook or via the HR Site. MSU complies with the policies and procedures of the State Board of Higher Education and the North Dakota University System. Please contact the Office of Human Resources with any questions.

MISSION STATEMENT

Minot State University is dedicated to excellence in education, scholarship, and community engagement achieved through rigorous academic experiences, active learning environments, commitment to public service, and a vibrant campus life.

VISION

Minot State University will:

1. Deliver high-quality education where, when, and how it is needed to a diverse, multi-generational student population;
2. Prepare students and the institution for the evolving social and technological challenges of the world;
3. Inspire scholarship and creative activity among students, faculty, and staff; and,
4. Empower graduates with a distinctive combination of professional expertise and broad-based education to support varied careers and productive lives.

GOALS

1. Meet the educational needs of the local, regional, national, and global communities.
2. Recruit, retain, and value well-qualified students, faculty, and staff.
3. Create an institutional environment that supports student, faculty, and staff success.

The official University colors – Red and Green

When the choice of school colors was made, President Arthur Crane (1913 - 21) voiced his preference for the beautiful red and green geraniums planted throughout the campus grounds. The geranium's red and soft green colors symbolized to him the school's function to provide a better life for ordinary people. He said, "I don't care what colors you choose. Just so they're red and green."

Red is our primary color, with green and grays used as accent colors.

4. Promote and support the well-being of students, faculty, and staff, enabling them to address challenges across generations.
5. Foster and grow collaborative partnerships locally, regionally, nationally, and globally.
6. Promote and recognize commitment to public service.

A BRIEF HISTORY OF MINOT STATE UNIVERSITY

Minot State University owes its inception to the vision of the early citizens of Northwestern North Dakota who, as early as 1898, began to advocate a state educational institution in this region. The effort to make the necessary amendment to the constitution began shortly after the turn of the century, but the project did not take definite form until 1907 when C. A. Johnson introduced a bill in the Legislature to establish a normal school at Minot.

The bill establishing the State Normal School at Minot passed in 1907 and, as required by law, then passed the 11th legislative Assembly in 1909. Voters ratified the constitutional amendment in November 1911. The 12th Legislature appropriated \$200,000 — for the Main Building, a dormitory (Pioneer Hall), and the power house — and the State Normal School at Minot became a reality.

Controversy revolved around the exact location of the school, but the controversy was settled when Erik Ramstad donated the present site. Builders laid the cornerstone of what is now Old Main in 1913. Pending completion of the buildings, the school opened in temporary quarters at the Minot Armory September 30, 1913. President Crane and 10 teachers were on staff at that time. Pioneer Hall opened March 1, 1914, followed by the Main Building April 7, 1914. President Crane left in 1921 and was succeeded by George A. McFarland. In 1924 - 25, the State Board of Administration raised the Normal School to full collegiate rank, changing the name to Minot State Teachers College.

In 1942, the Navy V-5 and V-12 programs brought 600 young men on campus. A total of 1,654 men were trained in the officer candidate and pilot training programs from July 1942 to November 1945.

In 1954, Dr. Casper Lura took over as president and, in 1958; a new library replaced the small one that had been located in Old Main. The institution was changing from a teacher's college to a comprehensive state college and the institution offered its first graduate degree, a master's degree in speech pathology. In 1967, Gordon B. Olson became president. During the 1970s, the university saw substantial growth in academic programs, and became Minot State University in 1987.

Upon the retirement of Dr. Olson in 1992, Dr. H. Erik Shaar became the seventh president of the institution. Notable achievements since that time include the completion and dedication of the new Gordon B. Olson Library, the conversion of the university from quarters to semesters, the renovation of the Student Center, the renovation of the old library into

MSU History book sources:

When Dreams Come True: A Centennial History of Minot State University 1913 - 2013

– by Jonathan Wagner and Mark Timbrook

Minot State University, North Dakota (Campus History Series)

– by Mark Timbrook

A History of Ward County and Minot, North Dakota from Prehistoric Times to 1930

– by Mark Timbrook



Memorial Hall, and the uniting of all state universities into a single North Dakota University System under a Chancellor.

In 2004, Dr. David Fuller became Minot State University’s eighth president. During the ten years Dr. Fuller served as president several academic enhancements were made including the revision of the General Education curriculum to become the General Education Program, development of the Center for Engaged Teaching and Learning (CETL) and POWER tutoring and mentoring centers along with the Severson Entrepreneurship Academy. In addition, academic majors were added in the areas of energy economics and finance, athletic training and bioinformatics. A veterans center was also established.

Athletics moved to NCAA DII and NSIC, wrestling and women’s soccer were added, the marching band was reinstated and Herb Parker stadium underwent significant renovations. Many updates and renovations were made across campus including a new Wellness Center. A geothermal heating and cooling system was also installed. The campus experienced significant increases in the number of out-of-state and international students, faculty and staff salaries increased as did alumni contributions.

In 2014, Dr. Steven Shirley became the ninth President of Minot State University.

Graduate programs are now offered in Communication Disorders, Criminal Justice, Education, Management, School Psychology and Special Education.

Minot State University continues to be a comprehensive public university whose purpose is to foster the intellectual, personal, and social development of its students, and to promote the public good through excellence in teaching, research, scholarly activity, and public service. Minot State University is an integral part of the state and region it serves, and its mission and purposes are linked inextricably to the needs, aspirations, and commonwealth of the people of North Dakota.

MSU BEAVER MASCOT

The Beaver was chosen as the University’s mascot in 1924, when the State Normal School at Minot achieved collegiate status and became Minot State Teacher’s College.

On February 6, 1925, during a campus assembly, Pauline Marion Roach, nicknamed “Pud,” a member of the freshman normal school class, proposed the institution select a mascot, as other regional campuses had done. Her choice was the “Beaver.”

In a rather lengthy speech she explained the necessity for the mascot and pointed out the reasons for her choice. Foremost, she noted the beaver as a native of the region along the Mouse River, that he was “a builder and a hard worker, both characteristics of the school.” She also noted how “he perseveres quietly but with a goal well sighted” and compared the creature to the 1925

The North Dakota University System includes ...

- Bismarck State College
- Dakota College at Bottineau
- Dickinson State University
- Lake Region State College
- Mayville State College
- Minot State University
- North Dakota State College of Science
- North Dakota State University
- University of North Dakota
- Valley City State University
- Williston State College

basketball squad. The students “broke in with vigorous applause at several instances” during her presentation.

The first beaver image to appear in a campus periodical was in the Red and Green in 1926. A vote was taken and the Beaver was “unanimously initiated” into our college tradition.

ADMINISTRATIVE STRUCTURE

State Board of Higher Education (SBHE)

The State Board of Higher Education is the policy-setting and advocacy body for the North Dakota University System and the governing body for North Dakota’s 11 publicly supported colleges and universities. The SBHE is made up of seven citizen members appointed to four-year terms by the governor and one student appointed by the governor to serve a one-year term. The Council of College Faculties selects the board’s non-voting faculty advisor, and the NDUS Staff Senate selects the board’s non-voting staff advisor. NDUS is under the general administration and direction of the State Board of Higher Education (SBHE).

North Dakota University System (NDUS)

The North Dakota University System is the public system of higher education and policy coordination entity in the U.S. state of North Dakota. NDUS includes 11 unique campuses: two research institutions, four regional universities and five community colleges. Minot State University is part of the North Dakota University System (NDUS). This system is comprised of eleven institutions. The system is a unified governance structure, which provides coordination between campuses and enhances efficiency and effectiveness through policy formulation, policy regulation, and system planning.

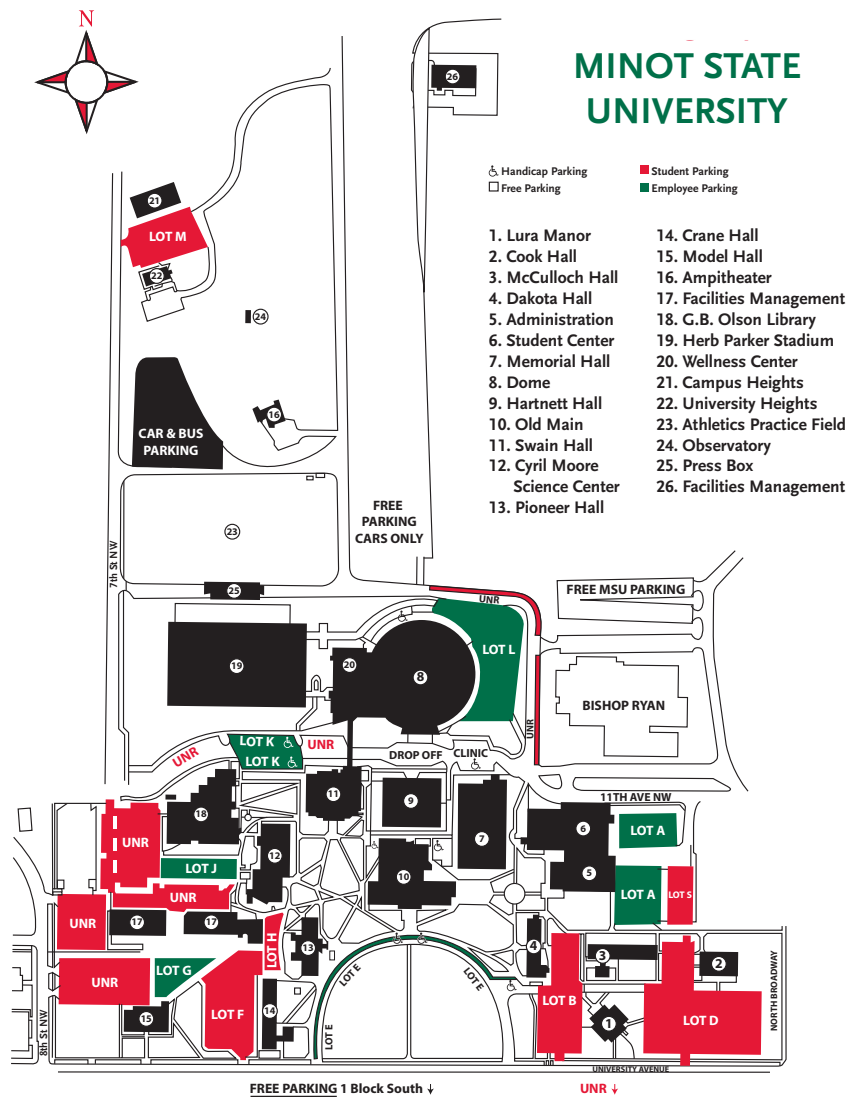
President

MSU president, Steven Shirley, Ph.D., is the chief executive officer of Minot State University and Dakota College at Bottineau and is responsible for administering the affairs of the institution in accordance with SBHE policies, plans, budgets, and standards, including the management and expenditure of all institutional funds.

CAMPUS MAP

The University’s tree-lined campus provides students a friendly and personal atmosphere. The campus includes five residence halls, seven classroom buildings, the Student Center, library, domed athletic facility, stadium press box, wellness center, a concert hall, two theaters, and two art galleries.

A campus map with building locations is pictured on the next page.



CAMPUS BUILDING DESCRIPTIONS

Administration houses the offices of the President, Vice President for Academic Affairs, Vice President for Administration and Finance, Vice President for Student Affairs, Director of Human Resources, Business Office, Financial Aid, University Communications, Enrollment Services, Registrar's Office, Center for Extended Learning, Academic and Institutional Projects, Red and Green (student newspaper) and, Dakota College at Bottineau. Also included are three Interactive Video Network (IVN) studios located on the third floor.

Amphitheater: Built by students, alumni, and other university supporters. Located on the hillside in the northern part of the campus, it provides a beautiful setting for Summer Theater, musicals, and other productions.

C.P. Lura Manor: Five-story building completed in 1986. It houses 152 male and female students in four-person suites. It also houses the Student Development and Health Center.

Campus Heights Apartments: Completed in 1984. Houses 18 efficiency and 12 two-bedroom apartments. Open to all students.

Cook Hall: A five-story co-ed residence for 188 students. There is a study lounge, recreation room, a kitchen facility, and a laundry area.

Crane Hall: A co-ed suite-style residence hall with a lounge, recreation room, and laundry facility for 81 students.

Cyril Moore Science Center: Houses the Science Division and the Department of Biology. Also included are a lecture-demonstration auditorium seating 233, as well as classrooms and labs for science courses.

Dakota Hall: A conveniently located co-ed residence for 96 students. A lounge, kitchen facilities, and laundry area are available for residents. The Veterans Center is located on the lower level.

Dome: Provides facilities for a wide variety of activities such as handball, racquetball, basketball, and indoor track with seating for over 9600 people. The building also has lockers, showers, classrooms, and offices for Athletics.

Hartnett Hall: Houses the administrative offices for the College of Arts and Sciences, and the Division of Humanities. Office and classroom space is also provided for programs in art, broadcasting, recording arts, and music. There are classrooms and a 200-seat theater for lectures, recitals, and theater programs.

Herbert M. Parker Stadium: Football and soccer stadium with a seating capacity of 3500 on the stadium's north side.

McCulloch Hall: A co-ed residence for 145 students completed in 1960. There is a study room for residents and a lounge, recreation room, cooking facility, and laundry area.

Memorial Hall: Houses the following academic disciplines: Communication Disorders, Nursing, Psychology, Social Work, Special Education, and Criminal Justice. It also houses the North Dakota Center for Persons with Disabilities, a university affiliated program. The institute serves as an outreach center from which a comprehensive, interdisciplinary program of research, training, and clinical services is provided to rural communities in the Minot service region.

Model Hall: Houses the Math and Computer Science Department as well as the Honors Program.

Old Main: Provides classroom and office space for the College of Business, and the Divisions of Music and Social Science. It also houses the office of Information Technology, the Center for Engaged Teaching and Learning (CETL), and the Severson Entrepreneurship Academy. Ann Nicole Nelson Hall provides facilities for the performing arts.

Gordon B. Olson Library: The MSU Library contains over 450,838 volumes in its book, bound periodical, and document collections. The library currently provides access to several thousand journals through 300 direct journal subscriptions and numerous online databases with full-text access to articles. Olson Library is a select regional depository for U.S. Government and State of North Dakota publications. In addition, the library houses special collections of North Dakota materials, children's books, and microforms. The Northwest Arts Center is located in the lower level of the GBO Library.

Facilities Management: Houses the central heating plant, custodial support, carpentry and welding shops, the office of the Facilities Management Director, campus security, the state vehicle motor pool procurement office, warehousing, and shipping and receiving

Pioneer Hall: Houses 40 one-bedroom apartments. The ground floor houses the Publications and Design Services office, MSU Copy Center, Copies for U Center (southeast side entrance) and the ceramics lab (northwest entrance).

Student Center: This comprehensive student activities building includes the Campus Bookstore, an indoor swimming pool, the Beaver Dam, Beaver Creek Cafe, Buckshot's Snack Bar, Java Lodge, a convenience store, Student Activities and Student Government Association offices, the Native American Center, the Multicultural Center, conference rooms, and numerous study lounges. It also provides space for Sodexo Dining Services, the Student Success Center, TRIO Student Support Services, the Vice President for Advancement office, Marketing office, Alumni Association office, and the Post Office/Information Center.

Swain Hall: Houses the Department of Teacher Education and Human Performance as well as exercise physiology equipment, a workout therapy pool and low-tech science labs.

Wellness Center: The Wellness Center, newly constructed in 2012, offers a variety of fitness opportunities for both students and employees. For more information visit the Wellness Center website: MinotStateU.edu/wellness/index.shtml.

Workplace Policy



Inside Chapter 2:

- Non-Discrimination (EEO)
- Americans with Disabilities Act
- Code of Conduct
- Anti-Harassment
- Sexual Harassment
- Title IX
- Consensual Relationships
- Discrimination and Harassment
- Employee Responsibility: Theft, Fraud, Abuse and Waste

EQUAL OPPORTUNITY AND NON DISCRIMINATION

Minot State University (MSU) prohibits, harassment, discrimination and/or retaliation in admissions, employment and access to University programs and activities on the basis of race, color, religion, age, gender expression/identity, sex, sexual orientation, genetic information, marital status, national origin, citizenship status, physical or mental disability, pregnancy, public assistance status, spousal relationship to current employee, status as a U.S. veteran, participation in lawful, non-conflicting to core interests, activity off MSU's premises during nonworking hours, or other protected characteristics under federal, state, or local law.

AMERICANS WITH DISABILITIES ACT

MSU complies with the Americans with Disabilities Act of 1990 and promotes an inclusive environment while preventing discrimination in employment and education, whether physical or mental, of qualified individuals with or without a reasonable accommodation.

CODE OF CONDUCT

MSU supports an educational environment where all members of the campus community contribute to a positive work culture through professionalism, courtesy and mutual respect. Each employee is expected to conduct himself/herself in a businesslike manner and in accordance with the highest levels of honesty, integrity and ethical behavior when conducting University business. MSU does not tolerate harassment, discrimination, retaliatory behavior, or sexual misconduct in violation of federal or state law, or applicable system policy.

ANTI-HARASSMENT

Harassment is a form of employment discrimination directed at an individual or group of individuals of a protected class, whereby the conduct (whether verbal or physical) becomes severe or pervasive, creating a work environment that is intimidating, offensive, or hostile. MSU prohibits all forms of harassment and retaliation for protected activity (such as reporting alleged harassment or providing information related to a grievance). MSU is committed to taking action to (1) stop it; (2) remedy its effects; and (3) prevent its recurrence.

Any employee who feels that they have been subjected to prohibited harassment is encouraged to report the situation to before it becomes severe or pervasive.

[MSU Policy]

SEXUAL HARASSMENT

Sexual harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or



Staff members may file a report with the Title IX Coordinator at any time.

creates an intimidating, hostile, or offensive work environment. Employee training is mandatory on an annual basis.

[[MSU Policy | Complaints, Questions or Concerns](#)]

TITLE IX

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance.”

[[Title IX of the Education Amendments of 1972](#)]

Anyone who feels that they have been subjected to sexual harassment is encouraged to report the situation before it becomes severe or pervasive. Staff members may make a report to the Title IX Coordinator.

[[MSU Policy | Complaints, Questions or Concerns](#)]

CONSENSUAL RELATIONSHIPS

Consensual relationships that are of concern to Minot State University are those dating, romantic or sexual relationships in which both parties appear to have consented, but where there is a definite power differential within the University between the two parties. All employees should understand that there are substantial risks in consenting relationships where a power differential exists. Because of the possible difficulties associated with the power differential and because of potential conflicts of interest, Minot State University discourages all such consensual relationships. However, If the parties do engage in a consensual relationship as defined above, the person in the authority position is obligated to report the relationship to his or her department head or supervisor immediately.

[[HR Policy](#)]

DISCRIMINATION AND HARASSMENT

MSU is committed to providing a climate that fosters respect for students, staff and faculty as well as others who participate in programs and activities at the University. As part of that commitment, MSU prohibits harassment for protected activity (such as reporting alleged harassment or providing information related to a grievance). This policy complies with federal civil rights laws, agency regulations, and the guidance for implementing these laws.

[[Sexual Harassment, Discrimination, and Sexual Misconduct Policy](#)]

EMPLOYEE RESPONSIBILITY: THEFT, FRAUD, ABUSE AND WASTE

All employees, as a basic condition of employment, assumes responsibility for safeguarding and preserving the assets and resources of the state and university system and its institutions, particularly those for which the employee is responsible.

Employees are expected to report suspected theft, fraud or unlawful or improper use of public resources to a supervisor, department head, chief fiscal officer or other institution or system officer designated with responsibility for receiving and investigating such reports. Employees may report instances of fraud anonymously. Employee training is mandatory on an annual basis.

[[Report Fraud](#)]

Working at MSU

3



Inside Chapter 3:

- Office Hours
- Workweek
- Casual Day
- Rest Periods
- Job Vacancies
- Position Descriptions
- Career Mobility
- Job Postings
- Staffing
- Veterans Preference
- Employment of Relatives
- Criminal History Records Check
- Employment Verification
- Employee Orientation
- University ID
- Campus Connection
- Campus Parking
- Probationary Period
- Performance Development Review
- Flexible Work Schedule
- Voluntary Work Schedule Reduction
- Tobacco Free Workplace
- Drug Free Workplace
- Conflict of Interest
- Theft and Fraud
- Fraud Hotline
- Employee Separation
- Resignation
- Reduction in Force
- Retirement
- Job Discipline and Dismissal
- Exit Interview
- Employee separation Checklist
- Staff Emeritus Guideline and Benefits
- Outside Employment

DRESS CODE

The MSU dress code is business casual, Monday - Thursday.

On Friday, employees may wear jeans when wearing MSU attire.

On student breaks, jean-wear is allowed.

On the first Wednesday of every month your donation to the "I Give" program earns you a casual day if you wear the "I Give" shirt.

OFFICE HOURS

MSU office hours are typically from 8 A.M. to 4:30 P.M., with 30 minutes for lunch, Monday through Friday. As a University, we operate 24 hours a day to serve our students. Therefore, some employees may operate under a different work schedule.

WORKWEEK

The workweek is from 12:01 A.M. Sunday through 12 MIDNIGHT Saturday unless otherwise established for individual positions with approval from the Director of Human Resources. A standard work schedule consists of five consecutive workdays and forty-hour workweeks (prorated for FTE). A standard workday is limited to eight hours.

REST PERIODS

Rest periods include a minimum of 30 consecutive minutes for one unpaid lunch period on each workday that consists of more than four hours. Fifteen minutes each half day to be approved by the supervisor and start and stop times between 7 A.M. and 5:30 P.M. The workday may not be shortened and lunch periods may not be lengthened by omitting rest periods.

JOB VACANCIES

When a position becomes available, the department supervisor may select another employee from within the department for the role, provided the employee desires the new position and meets the minimum qualifications. If the department does not fill the open position from within the department, the position will be considered a vacancy. All vacancies are published through internal and external postings and advertising.

POSITION DESCRIPTIONS

Each role at MSU has a position description attached to it. The primary purpose of a position description is to provide a clear understanding of goals and expectations between supervisor and employee. A position description describes the knowledge, skills and competencies of the role, primary and secondary responsibilities, performance goals and development plans. Throughout the year, supervisors provide ongoing feedback to the employee and may make updates to reflect new goals and development plans.

The skills, competencies and responsibility sections of the position description form the basis for job postings, job classifications and salary determinations. Supervisors are responsible for writing and updating position descriptions and having them reviewed by the human resources department, before being finalized. New supervisors should consult with HR before completing a position description.

.....

CAREER MOBILITY

MSU offers staff employees internal career opportunities in support of ongoing learning, growth and development. Employees who have completed the probationary period may apply to employment vacancies posted on the HR site.

JOB POSTINGS

Job postings at MSU comply with equal employment opportunity, State Board of Higher Education policies, NDUS procedures, federal and state laws.

VETERANS PREFERENCE

State law requires that qualifying veterans and spouses of qualifying veterans who are residents of North Dakota are granted preference in public employment. The ND Veteran's Preference Law applies to all university system positions, including faculty and coaches.

EMPLOYMENT OF RELATIVES

Relationships by family or marriage is neither an advantage, or disadvantage in considering employment with the University. When two or more members of the same immediate family are employed in the same department or institution, the head of the department or institution shall reassign responsibility for performance evaluations, salary recommendations, disciplinary actions, and other supervisory authority as necessary in order to eliminate any conflict or potential conflict of interest in the exercise of that authority.

CRIMINAL HISTORY RECORDS CHECK (CHRC)

MSU requires a criminal history record check (CHRC) prior to employment for all faculty, staff, students, and volunteers, whether part-time or full-time, as indicated in the policy.

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)

Federal law requires employers to verify the identity and employment eligibility of all new employees.

The first section of the I-9 Form must be completed on the first day of employment. Section two of the I-9 Form, along with proper identification, must be completed by the third day of employment. The Payroll/Benefits Office located on the second floor of the Administration building processes the I-9 documents.

All MSU employees have access to a self-service portal in PeopleSoft HRMS



EMPLOYEE ORIENTATION

Once the employment offer is accepted, employee orientation program begins “online” providing new employees with the convenience of a self-paced experience. Program elements include: getting to know MSU, employee benefits presentation, policies and procedures, self-service, safety and security, mandatory training, learning and development opportunities, university identification and campus parking.

CAMPUS CONNECTION (EMPLOYEE SELF-SERVICE)

All MSU employees have access to a self-service portal in PeopleSoft HRMS that provides access to information about payroll and compensation, benefits enrollment, personal data and the scheduling of leave time. MSU uses a two-factor identification method (Duo Mobile App) for secure access to employee self-service.

[[Campus Connection](#) | [Duo Mobile App](#)]

HELP DESK

For assistance with your online technology related questions or issues, you can contact the MSU Help Desk at ext. 4444 or submit a ticket at helpdesk@minotstateu.edu. For Campus Connection help (e.g. passwords) call the NDUS Help Desk at 866-457-6387 or submit a ticket at helpdesk.ndus.edu.

UNIVERSITY ID

All employees and students at MSU must have an MSU ID card while on campus. The MSU ID card is the official identification card and may be required for admission to MSU functions, services and events. The MSU ID comes with many benefits including free or reduced price tickets to athletic, music and theater events. After depositing money into your account (Beaver Bucks), you can also use your ID card to make purchases at a 10% discount.

[[University ID](#)]

CAMPUS PARKING

Employees are required to have a parking tag hanging from the rear view mirror when parking on campus. Each parking tag is assigned to designated parking areas. Permits can be purchased online or from the MSU Parking Office. Currently, the cost is \$65. The Parking Office is located on the first floor of the student center.

[[Parking Office](#) | [Parking Map](#)]

PROBATIONARY PERIOD

New staff employees are in a probationary status for the initial six months of employment. During this period, employment is “at will” and the employee may be terminated (with one week’s notice) with no right to appeal. The probationary period may be extended for a specific period of time not to exceed six months upon recommendation by the supervisor and approval by the Office of Human Resources.

PERFORMANCE DEVELOPMENT REVIEW

Performance development is a positive, goal-oriented approach to improve individual performance on the job and to recognize improved performance at all levels of the University. Performance development is based on job clarification; improved communication and understanding between management and employees; and upon the definition and review of results for both personal, group, and organizational achievement.

At the completion of an employee’s probationary period (i.e. six months from the start date) and at least once a year thereafter, each staff employee shall participate in a performance development review. Throughout the year, supervisors meet with employees to review goals and development plans for continuous improvement. Annual evaluations take place between January 1 and March 31.

[NDUS HR Policy 17]

FLEXIBLE WORK SCHEDULE

A flexible work schedule is an alternative to the established regular hours of operation. Flexibility is allowed in those situations where its practice will benefit both the employee and the university, as determined and approved by a division vice president.

[MSU HR Policy]

VOLUNTARY WORK-SCHEDULE REDUCTION

Regular, non-instructional employees, exempt or non-exempt, are eligible to apply for reduced work-schedule hours. Approval of a reduction in work-schedule hours is at the discretion of department management and administration. Regular employees with a full-time equivalent (FTE) of greater than 0.50 may request a temporary reduced work schedule to no less than 0.50.

Reductions in an employee’s regular work-schedule must be for a period of at least 1 month. Duties for positions approved for voluntary reductions in hours are not eligible to be covered by paying other regular or temporary employees from University funds.

[MSU HR Policy, Work Schedule Reduction Form]

CONFLICT OF INTEREST

A conflict of interest arises when a University employee is involved in an activity, commitment, or interest that adversely affects, compromises, or is incompatible with the obligations that the employee has to MSU. All new employees are required to complete the “Notification of Business Interest” form.

An existing employee who has a business interest in a business entity, or whose spouse, child, sibling, parent, or relative-in-law has a business interest in a business entity that does or could potentially do business with the University must complete a “Notification of Business Interest”.



**Anonymously report
fraudulent or wrongful
conduct via Eide Bailly...**

**1-866-91-ALERT
(5378)**

THEFT AND FRAUD

Each employee, as a basic condition of employment, assumes responsibility for safeguarding and preserving the assets and resources of the state and university system and its institutions, particularly those for which the employee is responsible.

Each employee is expected to report suspected theft, fraud or unlawful or improper use of public resources to a supervisor, department head, chief fiscal officer or other institution or system officer designated with responsibility for receiving and investigating such reports.

FRAUD HOTLINE

MSU is committed to upholding the highest ethical and professional standards. As part of this commitment, a 24-hour confidential fraud hotline is available to report suspected fraudulent behavior. To make a confidential/anonymous fraud report, contact Eide Bailly at 1-866-91-ALERT or file an online report.

[\[Fraud Report \]](#)

EMPLOYMENT SEPARATION

When an employee leaves MSU, the department supervisor must follow separation procedures to ensure that employee access to systems, locations and property are properly secured. Health care benefits are provided through the end of the following month of separation. Employees and covered dependents are entitled to COBRA coverage upon terminating employment at MSU.

Terminating employees receive a payout of any remaining annual leave balance at their current rate of pay. (NDUS HR Policy 6). Employees with over 10 years of service receive a payout of 10% of their sick leave, based on current salary.

[\[Employee Separation Checklist \]](#)

RESIGNATION

Staff are requested to provide a minimum of two weeks written notice to the department head. One week's notice is requested for temporary and probationary employees. The period of notice may be reduced or waived with department head approval.

Job abandonment is considered a resignation. Job abandonment occurs when an employee has not contacted the institution and has not reported to their scheduled work shift for three consecutive days without approval.

REDUCTION IN FORCE

The University may terminate or reduce from full to part-time or hours worked of any staff employee due to an organizational or procedural change, diminished workload, lack of funds, or other exigency. The employee shall be given at least two weeks written notice of the reduction. At the institution's discretion, employees who are terminated may be given two-weeks of pay in lieu of the two-week notice.

RETIREMENT

Employees preparing for retirement are requested to provide the University with sufficient notice. Supervisors should advise employees to contact human resources for retirement planning.

JOB DISCIPLINE AND DISMISSAL

A regular staff employee may be dismissed from employment, suspended without pay, or changed to a lower pay rate for just cause. Just cause includes conduct related to the employee’s job duties, job performance, or working relationships which is detrimental to the discipline or efficiency of the institution in which the employee is or was engaged.

EXIT INTERVIEW

The purpose of an exit interview is to identify opportunities for improvement while also noting what MSU does well. An exit interview takes place with the departmental supervisor and the Human Resources Office.

EMPLOYEE SEPARATION CHECKLIST

This form is used by the supervisor to ensure MSU property is returned, IT services are turned off and there is a smooth check out process for the exiting employee.

STAFF EMERITUS GUIDELINES AND BENEFITS

Staff employees who retire from employment at Minot State University (MSU) are eligible for emeritus status if they are 55 years of age or older and have served MSU for a minimum of 10 full-time years (or the part-time equivalent of 10 full years).

Any MSU employee may nominate a qualifying candidate for emeritus status by submitting a nomination letter to HR. The nomination is then forwarded to the employee’s supervisor.

[\[Staff Emeritus Guidelines and Benefits \]](#)

OUTSIDE EMPLOYMENT

MSU encourages good public relations, especially at the community level. An employee may be employed or engage in consulting activities or other services outside of the University if the consulting activity, service or other outside employment does not interfere with University job duties and does not constitute a conflict of interest.

Employee Resources



Inside Chapter 4:

- Campus Announcements
- Calendar of Events
- Social Media
- Red & Green
- Inside Newsletter
- Beaver Bucks
- Education and Tuition
- Theatre
- Athletics
- Art
- Music
- Wellness Center
- MSU Dome
- Swimming Pool
- Student Health Center
- Communication Disorders Clinic
- Gordon B. Olson Library
- Staff Senate
- Council of State Employees
- External Activities



CAMPUS ANNOUNCEMENTS

The University Communication's office sends out a daily email with campus news, upcoming events and important notifications. Stay up-to-date by checking your email.

CALENDAR OF EVENTS

If you want to know what's happening on campus, from sports to art expeditions, the MSU calendar is a great resource.

[\[Events \]](#)

SOCIAL MEDIA

Connect on MSU social media to stay up to date with the latest news, views and conversations taking place across all the divisions and programs at MSU. This is also great way to network with other employees, contribute to something you're passionate about and to support your University with a thumbs up when you see something you like.

RED & GREEN

Red & Green (RG) is the MSU newspaper for students and by students. The philosophy of RG is that journalists are public servants that provide information that the community needs for effective self-governance.

[\[Red & Green \]](#)

INSIDE NEWSLETTER

"Inside" is the university's newsletter for faculty, staff and friends of Minot State University. Inside is published every other Wednesday throughout the school year and on the first Wednesday of every month during the summer.

[\[Inside \]](#)

DINING SERVICES

The Student Center serves as the dining hub at MSU and includes Beaver Creek Café, Buckshots Grill, Starbucks and a convenience store for those on-the-go items. Discounted meal plans are available.

[\[Dining \]](#)

BEAVER BUCKS

Beaver Bucks is a debit service linked to the MSU ID card. Beaver Bucks can be used at all dining locations, the convenience store and the MSU Bookstore. By simply depositing money into your account, you can make purchases at a 10% discount at various campus locations. Contact the Student Center office, located on the second floor of the Student Center to open a Beaver Bucks account.

[\[Beaver Bucks \]](#)

EDUCATION AND TUITION

All benefited employees may take up to three classes per calendar year with the tuition waived. For any class taken at MSU, the waiver is 100% of the tuition. For any class taken from another campus within the NDUS, the waiver is 50% of the tuition. Release time from work is allowed for one class per semester. Permission must be obtained from the supervisor.

Spouse/Dependent: Spouses and dependents of MSU benefited employees are entitled to a 50% tuition waiver for classes offered by MSU. The same restrictions apply as for the employee tuition waiver regarding which classes qualify for the waiver.

Eligibility and application for the waiver must be made through the Student Financial Aid office no later than the tuition payment deadline.

THEATRE

The MSU Theatre Program produces a number of dramatic productions including the popular MSU Summer Theatre series. MSU employees and dependents are admitted at a reduced price with an MSU ID. Black Box and Campus Player productions are not included. Contact 858-3172 with questions or the Summer Theatre reservation number of 858-3228 to reserve summer theater seats.

[\[Theater \]](#)

ATHLETICS

Admission is free for MSU employees and their immediate family for regular season MSU home games. Simply show your MSU ID card at the door. Some exclusions apply including playoff and tournament events.

[\[Athletics \]](#)

ART

MSU is home to two art galleries managed by the Northwest Art Center. Best known for its diverse contemporary and traditional art, The Northwest Arts Center hosts exhibitions by local, regional, national, and international artists. The Center's galleries are located on campus in the Gordon B. Olson Library.

[\[Galleries \]](#)

MUSIC

The MSU Division of Music presents several recitals and concerts throughout the year, which are free to the public. Students perform alongside an array of international, national and local professionals throughout the year. The Minot Symphony Orchestra concerts are free with a current MSU ID. Other events include the Western Plains Opera, Chamber Chorale and the International Artists Series. Contact the Division of Music at 858-3185 or MSO at 858-4228 for more information.

[\[Music \]](#)

WELLNESS CENTER

The Center offers a variety of classes to challenge your body, fit your lifestyle, and make getting in shape fun! Full and part-time faculty and staff are eligible to purchase a membership at Minot State University Student Wellness Center. Memberships include access to all amenities, which includes exercise equipment, weight rooms, open gym space, group exercise classes, rock climbing, locker rooms, and wellness events.

[\[Wellness Center \]](#)



MOVIE TICKETS

MSU employees may purchase discounted movie tickets at the MSU Bookstore for use at AMC Dakota Square 9. The discounted tickets may not be used for Sony releases during the first two weeks that the movie shows. Contact the bookstore for more information at 858-3220.

MSU DOME

MSU employees and the general public are invited to utilize the Dome's first and third floor walking & running track during normal hours. Class schedules and MSU Athletics may affect availability. The racquetball courts are available for free use by MSU employees, but the courts must be reserved in advance. Please contact the Wellness Center for reservations or questions at 858-3041.

[[MSU Beavers](#)]

SWIMMING POOL

The pool is located on the first floor of the Student Center. Open swimming for faculty and staff is Monday through Friday, 7 – 8:30 P.M., during the fall and spring semesters.

[[Pool Hours](#)]

STUDENT HEALTH CENTER

The Student Health and Development Center offers blood-pressure checks, immunizations and the opportunity to participate in the Healthy Lifestyle Program. Contact the SHC at 858-3371 for questions or appointments.

[[Health Center](#)]

COMMUNICATION DISORDERS CLINIC

MSU employees and their dependents may use the services of the Communication Disorders Clinic at no charge. Services include evaluation and treatment of speech, fluency, language, voice, swallowing and hearing. The clinic is located on the first floor of Memorial Hall, Room 109.

[[Communication Disorders Clinic](#)]

GORDON B. OLSON LIBRARY

MSU employees can obtain a library card by bringing their MSU ID to the library for activation. Employees are allowed extended checkout periods and have access to interlibrary loan services. Contact the library at 858-3200 with any questions.

[[Library](#)]

STAFF SENATE

The staff senate participates in the governance of the University by providing a forum for communication and consideration of campus policies and procedures. Members of the senate are elected in accordance with their by-laws.

[[Staff Senate](#)]

COUNCIL OF STATE EMPLOYEES

The Council of State Employees' mission is to enhance the morale and public image of state employees through the recognition of their personal, civic and work contributions. At the COSE website (www.state.nd.us/cose), MSU employees can access lists of discounts available to state employees and order COSE apparel.

[[COSE](#)]

EXTERNAL ACTIVITIES

[[Visit Minot](#)] [[Roosevelt Park Zoo](#)] [[North Dakota Tourism](#)]

Compensation and Payroll

5



Inside Chapter 5:

- Pay Policy
- Payday
- Payroll Deductions
- Time Reporting, Labor and Absent Management (TLAB)
- Overtime Pay and Compensatory Time
- Employment Types
- Position Descriptions
- Broadbanding
- Job Classifications



EMPLOYMENT TYPES

Non-Banded Staff Employee: A person employed in an executive position that is excluded from the broadbanding system by policy or the institution's president.

Regular Staff Employee: A person who satisfactorily completes a probationary period, who is appointed to an approved and regularly funded position, and who is employed at least twenty hours per week if hired on or after August 1, 2003, and at least twenty weeks each year.

Full-time Staff Employee: A regular staff employee employed for 40 hours or more per week.

Part-time Staff Employee: A regular staff employee employed for less than 40 hours per week.

Temporary Employment: 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 hours per week, or less than five months per year, if hired before August 1, 2003, or less than 20 hours per week or less than 20 weeks per year if hired on or after August 1, 2003.

Exempt Employee: Those employees serving in positions which are exempt from the overtime pay and compensatory time off provisions of the Fair Labor Standards Act.

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.

POSITION DESCRIPTIONS

The primary purpose of a position description is to clarify expectations between the supervisor and employee regarding responsibilities, goals and developmental support. A position description describes the skills and competencies, primary and secondary responsibilities, employee goals, employee development plan, and physical demands. The skills, competencies and responsibility sections of the position description in the job description form the basis for job classification and market rate determination.

Supervisors refer to the position description for ongoing employee feedback, performance evaluations, and updates to the role. Finally, the position description provides the necessary information for staffing a role when it becomes vacant.

Employee Leave Time



Inside Chapter 6:

- Holidays
- Annual Leave
- Sick Leave
- Family Leave (FMLA)
- Shared Leave Program
- Funeral Leave
- Jury Duty
- Military Leave

HOLIDAYS

The State of North Dakota observes the following ten holidays:

New Year’s Day	Independence Day
Martin Luther King Day	Labor Day
President’s Day	Veteran’s Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

ANNUAL LEAVE

Annual leave accrues at eight hours a month for the first 3 years, 10 hours in the 4th through 7th years, 12 hours in the 8th through 12th years, 14 hours in the 13th through 18th years and at 16 hours over 18 years of service. (North Dakota University System policy 6). Eligible upon employment.

Years of Service	Rate
1 -3	12 days per year
4-7	15 days per year
8-12	18 days per year
13-18	21 days per year
Over 18.....	24 days per year

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 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 the annual leave accrual rate.

Benefited staff employees eligible to accumulate annual leave must take 40 hours (or the equivalent on a prorated basis for benefited part-time employees) of annual leave per year except for the year during which they are hired. Accumulated annual leave, up to 240 hours (or the equivalent on a prorated basis for benefited part-time employees), shall be carried forward on January 1 of each year.

**If you would like to schedule a vacation or need a sick day, you will be making this request through our TLAB system on [HRMS Self-Service](#).*

SICK LEAVE

All staff employees and twelve-month faculty earn sick leave at a rate of 12 days per year. It is accrued in the same manner as annual leave. All sick leave accrues without limit, and terminating employees with over 10 years of service receive a payout of 10% of the unused sick leave balance at their current rate of pay (NDUS HR Policy 7). Sick leave may also be used for time off to care for a parent, spouse, or child due to illness up to a total of 80 hours per year, and up to 480 hours in serious situations. Sick leave can also be used for the birth or adoption of a child; up to six weeks within the first six months.



At the discretion of the department head and the concurrence of the appropriate administrative officer, an employee may be granted sick leave in advance of the accumulation thereof up to a maximum of 40 hours. In rare cases, such as leave due to a workers' compensation claim or shared leave, the HR/Payroll office may process leave which exceeds the 40-hour advance. If an employee terminates employment, any sick leave taken in advance of accumulation may be deducted from the employee's last paycheck provided the employee has signed an agreement authorizing the deduction.

Employees who use sick leave are responsible for informing their supervisors prior to the start of their scheduled work period and inputting sick leave into TLAB. The employing department may require satisfactory medical verification as deemed necessary by the department head prior to the payment of sick leave. An employee who has been on sick leave for three days, or more, may be required to provide medical certification upon returning to work. Sick leave may only be used in place of regularly scheduled work hours and shall not cause overtime.

FAMILY LEAVE (FMLA)

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. An "eligible employee" means an individual employed by the state for at least twelve months, and who has worked at least 1,250 hours for the state over the previous 12 months. Eligibility is determined as of the date FMLA leave commences. Eligible employees are entitled to:

Employees are entitled to twelve unpaid workweeks of leave in a 12-month period for:

- a. the birth of a child and to care for the newborn child within one year of birth;
- b. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- c. to care for the employee's spouse, child, or parent who has a serious health condition;
- d. a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- e. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

Twenty-six workweeks of leave during a single 12-month period to care for a covered service member (as provided under the 2008 National Defense Authorization Act and section 22.13) with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

An employee must submit a request for FMLA leave, providing the type of leave requested, the anticipated duration of the leave, and the anticipated start date of the leave in writing, using the Medical Leave (FMLA) Request form, within the notice period described above. If the employee is unavailable, or refuses, to complete the request, the employee's supervisor should complete and submit the request for the employee to human resources.

FMLA leave is unpaid leave. Accrued sick, annual, or comp-time leave is substituted (i.e., runs concurrently) with FMLA leave. The maximum length of total uncompensated Family Medical Leave for eligible full time employees is twelve weeks within a 12-month period that begins with the first day of leave (26 weeks in a single 12-month period for the care of a covered service member).

If medical certification of the illness is requested, it must be returned to human resources 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, MSU may deny Family Medical Leave of Absence (FMLOA) until the certification has been provided.

Human Resources will provide the employee and supervisor with notification of eligibility within three business days, if all information has been received.

Upon returning to work, the employee is required to provide a return to work certification from a health care provider.

[\[Employee Rights \]](#) [\[FMLA Policy \]](#) [\[FMLA Forms \]](#)

FUNERAL LEAVE

All employees accruing leave are allowed up to 24 hours of funeral leave to attend to the arrangements necessary resulting from a death of a family member or the family member of a spouse. Generally, the family member was a grandparent, parent, sibling, spouse, or child.

JURY DUTY

An employee shall be allowed leave with pay for jury or other legal duty when subpoenaed for such service. The employee may retain any compensation received for jury duty.

MILITARY LEAVE

Military leave with pay shall be granted to all state employees up to a maximum of 20 workdays for those employees who have been employed continuously for a period of 90 days or more immediately preceding the leave.

Employee Benefits



Inside Chapter 7:

- Benefit Eligibility
- Health Insurance
- Dental
- Vision
- Flexible Spending Account (FSA)
- Open Enrollment Period
- Qualifying Event
- Shared Leave Program
- Employee Assistance Program (EAP)
- Life Insurance
- Retirement
- Long-Term Disability Insurance
- Long-Term Care
- Transfers

BENEFIT ELIGIBILITY

Health benefits begin on the first day of the month following the date of hire. A benefit eligible employee is one who is (1) at least 18 years of age; (2) filling a regularly funded and approved position; (3) working more than 20 hours per week for (4) 20 weeks or more in a calendar year. When these conditions are met, an employee remains eligible for benefits for the full calendar year.

HEALTH INSURANCE

NDPERS provides this benefits for single or family plans through Sanford of North Dakota. The monthly premium for this benefit is covered by Minot State University; however, deductibles and co-payments apply. This benefit is effective the first day of the month following the hire date.

A High Deductible Health Plan (HDHP) is also available. When an employee selects this plan, he/she is accepting a higher deductible expense. The premium paid by Minot State University is then reduced, and the premium savings is contributed to a Healthcare Savings Account (HSA) for the employee.

Upon terminating employment, health insurance coverage is effective through the last day of the following month. All terminating employees have the opportunity to continue coverage at their own expense under the COBRA regulations.

DENTAL

MSU offers two optional dental insurance programs, through payroll deduction, including Delta Dental and TDA Elite Choice. Many employees select the insurance provider based on the dentist they select. Others select a provider based on special needs coverage. Enrollment is required during the first 31 days of employment or during open enrollment.

VISION

MSU offers optional vision insurance coverage through Superior Vision, through payroll deduction. Enrollment is required during the first 31 days of employment or during open enrollment.

[\[Health Insurance Information \]](#)

FLEXIBLE SPENDING ACCOUNT (FSA)

The FSA program allows employees a “before-tax” deduction from their salary for the purpose of covering dependent care and medical expenses. As the expenses are incurred, the employee then files for reimbursement from this account. The purpose of this program is to lessen the amount of taxable income for an employee and to provide an audited program for the IRS. If the actual expenses incurred and claimed are less than the “before-tax” deductions, then the remaining deduction amount is forfeited by the employee.





OPEN ENROLLMENT PERIOD

The open enrollment period occurs each year around the middle of October and the first week of November with specific deadlines set for each year. This allows for new enrollments and increases/decreases in benefit coverage that will become effective on January 1st of the next calendar year. Deductions for these changes will begin in December.

QUALIFYING EVENT

A qualifying event for health insurance occurs when there is a change in a life situation that qualifies for special enrollment such as a birth, adoption, marriage, etc. When these events occur the employee must request the necessary changes to current coverage within 30 days of the event. Otherwise, they will have to wait until the open enrollment period for additional coverage. A promotion or other job change might render an employee eligible for a new benefit. When this occurs, the employee has thirty days to choose the new benefit.

SHARED LEAVE PROGRAM

All employees accruing leave who are not in a probationary status may participate in the shared leave program. This program allows for the donation of leave to other employees who are experiencing a “serious, extreme, or life threatening” medical condition. This condition may apply to the employee or the employee’s immediate family. In the case of an employee, both annual and sick leave may be donated, though only annual leave may be donated if the case involves a family member. Supervisors should contact the HR office on behalf of their employees to access this program.

All non-temporary, non-probationary employees with over six months of continuous service with the State are eligible to receive shared leave pursuant to the following conditions:

- a. The appropriate campus official has determined that the employee meets the criteria described in this section.
- b. The employee must have abided by University System policies regarding the use of sick leave.
- c. The employee’s use of shared leave, including both annual and sick leave, does not exceed four months in any twelve-month period.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Village Family Service Center provides services to employees and their dependents for issues involving relationships, the workplace, emotional health, and service for financial and legal counseling, and other personal or job-related problems. All services provided by the EAP program are strictly confidential. EAP is your private and confidential counseling service.

[EAP]

LIFE INSURANCE

New employees are provided with term life insurance coverage of \$7,000 at no cost. At the time of hire, an employee may choose higher coverage in increments of \$5,000 up to \$200,000 without evidence of insurability. Coverage is also available for spouses up to \$100,000 and dependents up to \$5,000 each. Coverage for spouses over \$50,000 requires evidence of insurability.

If no additional coverage is chosen at the time of hire, additional coverage may be obtained during the annual open enrollment period. Applications for life insurance at this time will require evidence of insurability. Upon termination of employment this coverage is portable.

[[Life Insurance](#)]

RETIREMENT

There are two different retirement plans used by MSU; one for faculty and professional staff and one for all other staff. The plan for faculty and professional staff is a defined contribution plan (401a) through TIAA (Teacher's Insurance and Annuity Association). The plan for all other staff is a defined benefit plan through NDPERS. Supplemental retirement accounts are available for all employees.

TIAA

This plan requires an employee contribution and has an MSU contribution match as shown below. Contributions are invested according to the employee's directions.

Contribution Rates by Years of Service	Employee Contribution	Employer Contribution	Total Contribution
Less than two years	3.5%	7.5%	11%
Years 3 through 10	4.5%	12.5%	17%
More than ten years	5.0%	13.0%	18%

(Non-broadbanded executives and administrators, professors, and associate professors start at the rate for years 3 through 10. Years of service may include years with MSU, years with TIAA at a different institution, and previous years with the NDPERS defined benefit plan or the Teacher's Fund for Retirement (TFFR).)

For more information and/or step-by-step instructions on how to enroll in your plan, visit www.tiaa.org/minotstate.

Funds are available for withdrawal, rollovers, transfers, or various income options after termination of employment. For more information and step-by-step instructions on how to enroll in your plan, visit www.tiaa.org/minotstate.



NDPERS

Employees in job families 4000 through 7000 participate in this retirement plan. Employees are required to contribute 3% of salary to the plan. MSU contributes 12.26%, for a total of 15.26% of an employee's annual salary. Participants are fully vested after three years in this plan. This plan provides a pension upon retirement.

SUPPLEMENTAL RETIREMENT ACCOUNTS

All employees may participate in additional retirement investment options, including 403b and 457 deferred compensation plans. Please contact HR if you have any questions.

LONG-TERM DISABILITY INSURANCE

There are two different LTD plans used by MSU; one for faculty and professional staff and one for all other staff. The plan for faculty and professional staff is provided by The Standard. The plan for all other staff is provided through NDPERS. In both cases there are no deductions from an employee's salary as MSU pays the premium.

The Standard: This plan seeks to provide approximately 60% of salary in the event of a long-term disability. The amount provided by The Standard may be reduced by other streams of disability income such as social security disability insurance. The eligibility period for defining the long term disability is six months.

[[The Standard](#)]

NDPERS: This plan seeks to provide 25% of salary in the event of a long-term disability. This amount is not reduced by other streams of disability income. The eligibility period for defining the long-term disability is twelve months.

[[NDPERS](#)]

LONG-TERM CARE

Two long-term care plans are available for employees at their expense. These include plans from CNA and UnumProvident. The CNA plan is available for TIAA-CREF retirement participants and the UnumProvident plan is available for NDPERS retirement participants. Information concerning both plans is available in the HR office.

[[NDPERS](#)]

TRANSFERS

When transferring in from another state agency all benefits provided through NDPERS remain as they were at the previous agency; they can be decreased but not increased. Benefit enrollment at MSU will only include non-NDPERS related programs.



Health and Safety

8



Inside Chapter 8:

- Emergency Notification System and Campus Closure
- Severe Weather Closures
- Incident Reporting
- Workers' Compensation
- Designation of Medical Provider
- Tobacco Free Workplace
- Drug Free Workplace
- Emergency Phone List
- Emergency Procedures

EMERGENCY NOTIFICATION SYSTEM AND CAMPUS CLOSURE

In the event of a necessary campus closure — such as severe weather or other emergencies — alerts are sent (via Assurance) to students and employees via mobile (voice and/or text), landline, and/or e-mail. Employees are automatically enrolled in the alert system. You can update your information within Campus Connection. Login and click on the link labeled Emergency Notification Updates.

SEVERE WEATHER CLOSURES

During a severe weather closure, non-essential employees are asked to leave campus and will be paid for the day. Essential staff who work during a campus closure will receive compensatory (comp) time.

Any hours worked over 40 hours will also be compensatory time paid at time and a half the normal rate of pay. Compensatory time will be used, when possible, within six weeks. Supervisors are required to record comp time in TLAB.

Employees not scheduled to work during the closure because of a previous arrangement, including annual or sick leave, will not be charged leave for the closure. When MSU is open, employees unable to report to work shall notify their supervisor and take annual leave or leave without pay.

INCIDENT REPORTING

MSU recognizes that the health, safety, and well-being of its employees is of utmost importance. A high priority is placed on the prevention of accidents and occupationally incurred illnesses before they occur. It is a goal of the University to reduce claim costs. It is the responsibility of every employee to work in a safe manner, and to intervene when others are performing in an unsafe manner.

All injuries, incidents, or hazards occurring on property owned or controlled by MSU or involving MSU employees, students, or visitors while under the direction of the University must be reported to the Office of Facilities Management within 24 hours. Incidents do not need to result in illness, injury, or property damage to be reported – near miss incidents must also be reported as the University may require remedial action. If the employee is unable to fill out the form, the supervisor should complete it for the employee.

[\[Incident Reporting Form \]](#)

WORKERS' COMPENSATION

MSU employees are protected by Worker's Compensation, through Workforce Safety & Insurance (WSI). This covers employees against accidental injuries or occupationally-incurred illness in the performance of job related duties. If you are injured or "may" have an injury, the employee (or a supervisor representative) should file a First Report of Injury with WSI. The online First Report of Injury service is quick, easy, and confidential.



After completing the online First Report of Injury process, the employee will receive a claim number including an online confirmation that the claim was successfully submitted. We encourage you to print the form for your records. [[File a First Report of Injury](#)] [[Information, Forms and Claims](#)]

DESIGNATION OF MEDICAL PROVIDER

MSU participates in the Risk Management Workers Compensation Program. This allows the State to designate health care providers to treat your workplace injuries and illnesses. The designated medical provider for MSU is Trinity Health Care.

Workforce Safety and Insurance may not pay for medical treatment to another provider unless you are referred to this provider by the designated medical provider form, or unless you notified human resources in writing prior to the injury that you wanted to be treated by a different medical provider. You must also name the medical provider you designate. Emergency care is exempt from this designated provider requirement.

[[Designated Medical Provider Form](#)]

TOBACCO FREE WORKPLACE

MSU is a tobacco-free campus prohibiting all tobacco use on campus including E-cigarettes, smoking, and chewing tobacco in university owned or operated buildings, on all campus property and grounds, and in university owned, leased, or operated vehicles.

DRUG FREE WORKPLACE

Unlawful consumption of alcoholic beverages or use of illegal drugs, being at work while under the influence of alcohol or a controlled substance, disruptive behavior, unlawful gambling, unauthorized use of public property or resources and other unauthorized activities that disrupt the efficient and economical administration of MSU is prohibited. Violation of applicable laws or policies governing possession and use of alcoholic beverages or controlled substances, including the Drug Free Workplace Act, SBHE Policy 615 or institution policies, are prohibited.

EMERGENCY PROCEDURES

MSU emergency procedures are available on the Office of Safety and Security website. Employees are encouraged to review these procedures. Safety and security training is mandatory for all employees.



EMERGENCY PHONE LIST:

- Campus Security 701-500-2423 (from a cell phone or off campus phone)
- Campus Security 9-500-2423 (from a campus phone)
- Police 9-911
- Security Office 701-500-2423
- Plant Services 858-3210

IN CASE OF FIRE:

- Evacuate the building.
- Pull the fire alarm and dial 911, if possible.
- If possible, notify campus security.
- Stay clear of the building until it is declared safe by the police/fire department.

Become familiar with this and other potential emergency procedures by visiting the Office of Safety and Security website.