



NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Employee Guidebook

2014-2015

TABLE OF CONTENTS

INTRODUCTION

Welcome to State Employment	5
History Northland Community and Technical College	5
Mission Statement/Goals	6
Vision Statement.....	6
Accreditation.....	6
Nondiscrimination in Employment and Education Opportunity	6
Affirmative Action/Equal Opportunity.....	7
Requests for Accommodations by Employees with Disabilities	7
Rights and Responsibilities.....	7
Appeals	7
Zero Tolerance of Workplace Violence.....	7
Sexual Harassment/Sexual Violence	8
Discrimination, Harassment and Violence	9
Ethics.....	10
Fraudulent & Dishonest Acts.....	10
Acceptance of Gifts/Favors.....	10
Confidentiality	10
Tobacco, Alcohol or Other Controlled Substances.....	10
Weapons Policy	11

PERSONNEL

Human Resources	11
Mission Statement.....	11
Classifications.....	12
Bargaining Units	12
Performance Evaluations	14
Personnel File.....	14
Position Descriptions	14
Data Practices.....	14

COMPENSATION

Pay Day.....	17
Accessing Your Pay Stub.....	17
Direct Deposit	17
Hours of Work	17
Overtime/Compensation Time.....	17
Payroll Deductions.....	18
Time Keeping.....	18
Withholding/W-4 Form	18
Wage & Tax Statement W-2.....	18
Union Dues	19
Expense Reimbursement.....	19
Employee Leave and Benefits	19

EMPLOYEE LEAVE AND BENEFITS

Communicating Absences19
Holidays20
Leaves20
Employer-Paid Leaves of Absence20
Personal/Vacation Leave20
Sick Leave.....21
Unpaid Leaves of Absence21
Professional Development and Training (Employee Development)22
Retirement.....22
Tuition Waiver23
Worker’s Compensation24
Health and Dental Insurance.....25
Open Enrollment.....25
DDIR.....25
Optional Benefits25
Short-term Disability Insurance25
Long-term Disability Insurance25
Long-term Care Insurance25
Basic Employee Life Insurance25
Additional Life Insurance for Yourself & Spouse.....26
Child Life Insurance26
Accidental Death Dismemberment Insurance26
Pre-Tax Benefits26
Right to Continue Benefits.....26
Health Care Savings Account Plan (HCSAP)27
Credit Union.....27
Employee Assistance Program (EAP)27
State Employee Health Promotion Program27
State Employee Incorporated (SEI)28
Miscellaneous Discounts28
Resignation Procedures.....28

GENERAL INFORMATION

Security Service28
Food Service28
Bookstore28
College Foundation.....29
Library.....29
Internet Use.....29
Computer Workstation.....29
Communications29
Philosophy.....29
Facilities.....29
Keys/Facilities Access30

Parking	30
Safety	30
Incident Reports	30
Statement of Dress	31
Telephone Use	31
Use of State Property	31
Technology Resources	31
Weather/Emergency Closings.....	32

PURCHASING/TRAVEL PROCEDURES

Encumbering Funds	34
Purchase Limits/Terms	34
Supplies.....	34
Equipment.....	35
State Owned Vehicle.....	35
Motor Vehicle Records Check.....	35

This document is available in alternative format to individuals with disabilities by contacting Becky Lindseth, Executive Director of Administrative Services at 218-793-2476 or TDD 218-793-2801. Northland Community and Technical College is an Affirmative Action/Equal Opportunity Employer/Educator.

For additional information such as policies/procedures, forms, links, etc. please refer to the website at www.northlandcollege.edu

The Employee Guidebook is a general bulletin of information regarding procedures and policies. It should not be construed as an employment contract between the College and the employee. Every effort has been made to make the information accurate as of the date of publication; however, all policies and procedures are subject to change at any time by appropriate action of the College administration, Contractual Unions, the Minnesota Colleges and Universities Board, or the Minnesota Legislature. Please consult appropriate departments and offices for final policies, procedures, and deadlines. All prior employee information booklets are hereby revoked. Any questions should be directed to the Human Resource Office.

INTRODUCTION

Welcome to State Employment and Northland Community and Technical College.

We are pleased to welcome you to your new position with the State of Minnesota. You have joined a team dedicated to providing valuable and needed services to the State and its citizens. Northland Community and Technical College offers a wealth of opportunities and resources for its employees and you are encouraged to take full advantage of these.

State government is organized into three branches: executive, legislative and judicial.

The executive branch administers laws passed by the Minnesota Legislature and makes sure that state government runs efficiently and effectively. The executive branch consists of six elected constitutional officers (Governor, Lieutenant Governor, Attorney General, Secretary of State, Auditor, and Treasurer) and nearly 300 administrative departments and agencies. The Governing bodies and administrative heads of most of these departments and agencies are appointed by, and are responsible, to the governor.

The legislative branch is responsible for making new laws, changing or repealing old laws, setting a state budget and tax policy, proposing changes in the state Constitution, and overseeing the work of state government. The Minnesota legislature is composed of 201 members: 134 representatives and 67 senators. The Legislature meets annually from January to May in odd-numbered years and for a shorter time in even numbered years.

The judicial branch is responsible for interpreting laws and deciding cases that are brought before it. This branch has the authority to decide whether laws violate the state constitution. The judicial branch consists of the Supreme Court, Court of Appeals, district courts and other specialized courts and related agencies.

Employees of Northland Community and Technical College are part of the executive branch of state government, and because the State of Minnesota promotes a healthy, safe, and fair work environment, employees are encouraged to become familiar with the statutes and policies defining appropriate behavior and guidelines. These statutes and policies can be accessed at the Minnesota Statutes website at <http://www.leg.state.mn.us/leg/statutes.htm>

HISTORY OF THE COLLEGE

NCTC – EGF History

The history of Northland Community and Technical College - East Grand Forks dates back to December 1971 when the school district was designed for an area vocational technical institute. The first classes of the East Grand Forks AVTI were offered in January 1973 in rented facilities, and the present facility opened in April 1975. NCTC - EGF grew with expansion and partnerships. The name of the college changed several times throughout its history. One of its most prominent consolidations was as Northwest Technical College from 1992-2003. In July 2003, the East Grand Forks campus of Northwest Technical College merged with Northland Community and Technical College of Thief River Falls, to become a fully comprehensive college offering one- and two-year

degrees, transfer programs and diploma certification in 47 diverse programs. Distance education, workforce training and continuing education classes are also available.

NCTC - TRF HISTORY

Northland Community and Technical College was created by a merger in July 1995 to form a comprehensive two-year college. Its founding partners, the Thief River Falls Area Vocational School, opened in 1946, and Northland State Junior College was founded in 1965. Presently, Northland is home to more than 71 areas of study, 185 employees, and more than 2,000 students each year. Since 1998, Northland and the State of Minnesota have invested more than \$17 million in expansion and remodeling at the College. Today's NCTC boasts state-of-the-art science and computer labs, high tech classrooms, a new library, new student commons with centralized student services, a fine arts gallery, and some of the best indoor and outdoor athletic facilities in the State.

MISSION STATEMENT

Northland Community and Technical College is dedicated to creating a quality learning environment for all learners through partnerships with students, communities, businesses, and other educational institutions.

VISION STATEMENT

Northland Community and Technical College will be widely recognized as a progressive leader in community and technical college education, responsive to the needs of our learners through the use of partnerships, innovation, and technology.

ACCREDITATION

Northland Community & Technical College is accredited by:

The Higher Learning Commission North Central Association (NCA)
30 North LaSalle Street, Suite 2400
Chicago, IL 50502-2504

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY (1B1-STATEMENT)

Northland Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. The complete MnSCU Board of Trustees policy can be viewed at <http://www.mnscu.edu/board/policy/index.html>

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities system shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university employees may be appropriate if necessary to avoid physical harm to persons or property. This policy is directed at verbal and

physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved Northland Community and Technical College will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, colleges and universities has developed and implements a complaint process to review complaints of discrimination/harassment or sexual violence. All complaints/questions should be directed to Becky Lindseth, Executive Director of Administrative Services, at 218-793-2476 or TDD 218-793-2801.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT

Northland Community and Technical College is committed to providing and promoting equal employment opportunities and attitudes to all persons without regard to race, color, creed, sex, national origin, religion, marital status, disability, sexual orientation, age, status with regard to public assistance, and membership or activity in a local human rights commission.

REQUESTS FOR ACCOMODATIONS BY EMPLOYEES WITH DISABILITIES (Section 504 of the Rehabilitation Act)

Northland Community and Technical College is committed to providing for the needs of employees and students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). It is the policy of Northland Community and Technical College that the college shall make services available for any student or employee, who, through a recent assessment, can document a disability.

In general, a reasonable accommodation will be made on an individualized and flexible basis. It is the responsibility of employees to seek available assistance at the College and to make their needs known. Accommodations are individualized and flexible, based on the nature of the disability and the environment. All requests/questions should be directed to Becky Lindseth, Executive Director of Administrative Services, at 218-793-2476 or TDD 218-793-2801.

APPEALS

Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with President Anne Temte, within a reasonable period of time, for a final decision. President Temte is located in suite 141 on the East Grand Forks campus. Her phone number is 218-793-2466 or TDD 218-793-2801. If the individual believes the decision is based on discriminatory reasons, they may file a complaint internally through the College's complaint procedure as outlined in this plan.

Northland Community and Technical College complies with the MnSCU Board of Trustees policy on reasonable accommodations for qualified applicants and employees with disabilities and employees seeking promotion. The MnSCU Board of Trustees policy is found at <http://www.mnscu.edu/board/policy/index.html>

ZERO TOLERANCE OF WORKPLACE VIOLENCE STATEMENT

It is the policy of Northland Community and Technical College and the responsibility of all employees to maintain a workplace free from threats and acts of violence. The college will work to provide a safe workplace for its employees in the following ways:

- The college will actively work to prevent and eliminate acts of work- related violence.
- The college will clarify and enforce expectations regarding behaviors for employees, students and guests.
- The college will respond promptly, positively and aggressively to deal with threats or acts of violence. This response will include timely involvement of law enforcement agencies, when appropriate.
- Incidents of work-related threats or acts of violence will be treated seriously by the college. Reports of all such acts will be promptly investigated, and administrative action will be taken, as necessary, to appropriately address each incident.
- The college will take strong disciplinary action, up to and including discharge from State employment, against employees of the college who are involved in the commission of work-related threats or acts of violence.
- The college will support criminal prosecution of those who threaten or commit work-related violence against its employees.
- Each college employee is required to report all observed threats or acts in accordance to the Violence Prevention Plan.
- All reported threats or acts of violence will be investigated in accordance to the Violence Prevention Plan.
- Pursuant to Minnesota Statute 15.86, this policy does not create a civil liability on the part of the State of Minnesota.

SEXUAL HARASSMENT/SEXUAL VIOLENCE STATEMENTS (Title IX)

It is the policy of the College to maintain a learning and working environment that is free from sexual harassment and sexual violence. The College prohibits any form of sexual harassment and sexual violence on its property and at any extension of the school environment; i.e., College-sponsored events.

It shall be a violation of this policy for any student or employee of the College to harass a student or employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of the College to be sexually violent to a student or employee.

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse. In such situations, the College shall comply with Minnesota Statute 626.556, Reporting of Maltreatment of Minors. LEGAL REFERENCE: Minn.Stat.609-341, subd. 10 through 609-345; 609.324; 617.246. <http://www.leg.state.mn.us/leg/statutes.asp>. Nothing in this policy will prohibit the College from taking immediate action to protect victims of alleged sexual abuse.

Definitions:

Sexual harassment, including sexual violence and assault, is a violation of Minnesota and federal laws. Sexual harassment is a form of sexual discrimination. Men or women may be victims. Men or women may be offenders.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct or communication is made a term or condition, either in decisions

affecting that individual's employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

- Sexual harassment may include but is not limited to:
- Verbal harassment or abuse;
- Non-verbal harassment such as insulting, whistling, gestures, leering, sexually oriented pictures or cartoons;
- Use of power or position to impose unwanted sexually-related verbal and/or physical actions on another person;
- Subtle pressure for sexual activity;
- Inappropriate patting, pinching, or blocking movement;
- Demands for sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status;
- Demands for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
- Any sexually motivated unwelcome touching;
- Posting of sexually offensive or degrading materials within the College.

Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose. It is sexual violence even if the other person is someone known by the victim. Date or acquaintance rape is one of the most common types of sexual violence. Rape, attempted rape, and other forms of sexual assault are criminal acts. According to state law, acts of sexual violence must be reported immediately to the proper law enforcement officials.

The College will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who has been found in violation of this policy. All complaints/questions should be directed to Becky Lindseth, Executive Director of Administrative Services at 218-793-2476 or TDD 218-793-2801.

DISCRIMINATION, HARASSMENT AND VIOLENCE STATEMENT (Title VI)

Northland Community and Technical College maintains a firm policy prohibiting all forms of discrimination. It is the policy of Northland Community and Technical College to maintain a learning and working environment that is free from all harassment and violence.

Northland Community and Technical College prohibits any form of harassment and violence. It shall be a violation of this policy for any student or employee of the College to harass a student or an employee through conduct or communication of any nature. It shall be a violation of this policy for any student or employee of the College to be violent or discriminatory to a student or employee.

The College will act to investigate all complaints, whether formal or informal, verbal or written, of harassment or violence and to discipline any student or employee who harasses or is violent to a student or employee of the College. This policy also covers any extension of the College environment; i.e., College-sponsored events held off campus. All complaints/questions should be directed to Becky Lindseth, Executive Director of Administrative Services at 218-793-2476 or TDD 218-793-2801.

STATEMENT OF ETHICS

Based on Minnesota State Statutes Section 43A.38, <http://www.leg.state.mn.us/leg/statutes.asp> the following statements of ethics have been adopted. The College expects employees to conduct themselves in a professional manner and to maintain a high standard of personal and business integrity as representatives of the College. Included in the expectation of a high standard of business integrity is the assumption that individuals do not use the resources of the College for personal financial gain or for other personal value.

FRAUDULENT AND DISHONEST ACTS

Minnesota State Colleges and Universities (MnSCU) and Northland Community and Technical College are committed to creating an environment where fraudulent and other dishonest acts are not tolerated. All employees are responsible for complying with the State Code of Ethics (Minnesota Statutes Section 43A.38), other state statutes and board policies that govern their conduct, and ensuring that all resources entrusted to them are used ethically, prudently, and for their designated purpose. Dishonest acts are prohibited pursuant to this policy and applicable law. Employees found to have committed a dishonest act shall be subject to sanctions, restitution and other remedies as deemed appropriate.

ACCEPTANCE OF GIFTS/FAVORS

Employees in the executive branch in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the state for any activity related to the duties of the employee unless otherwise provided by law. Refer to MN Statute 43A.38, subd. 2, <http://www.revisor.leg.state.mn.us/stats/43A/38.html>

CONFIDENTIALITY

An employee in the executive branch shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information. A breach of confidentiality violates the trust of our students and/or co-workers and may be subject to disciplinary action. Any questions regarding the release of student information should be referred to the Dean of Student Services, and release of employee information to the Human Resource Office.

TOBACCO, ALCOHOL OR OTHER CONTROLLED SUBSTANCES

- Northland Community and Technical College prohibits tobacco use in college buildings, in college vehicles and near designated non-smoking entrances or areas.
- MnSCU system policies and procedures prohibit the use or possession of alcohol or controlled substances on the campus except as specifically noted in system policy 1A.9 and system procedure 1A9.1.
- Employees who violate this policy are subject to disciplinary action, up to and including suspension or termination of employment. Employees with alcohol or substance abuse problems may be referred to the Employee Assistance Program or elsewhere for assessment and/or counseling.

WEAPONS POLICY

Possession or Carry of Firearms

Pursuit to Minnesota State College and University Board Policy 5.21

<http://www.mnscu.edu/board/policy/521.html> in accordance with the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes section 624.714, and other applicable law Northland Community and Technical College restricts the possession or carry of firearms.

Specifically, Northland Community and Technical College prohibits possession or carry of dangerous weapons by any person on college property with the exception of those dangerous weapons carried by a law enforcement officer. The class "dangerous weapons" includes, but is not limited to:

- any weapon that is illegal to possess
- any loaded or unloaded, assembled or disassembled, including pellet guns, BB guns, and stun guns; replicate firearms, as defined in Minnesota Statute 609.713
- any knives and other similar instruments, with a blade length of more than three inches, other than those normally present in the workplace
- any switchblade knife, brass or metal knuckles and similar weapons
- any bows cross-bows and arrows
- any explosives or explosive devices
- any throwing stars, numchucks, clubs, saps
- and any other commonly used or intended for use as a weapon.

This policy does not prohibit the lawful possession or carry of "dangerous weapons" in college parking areas or any college related academic use. The Vice President of Academic and Student Affairs must approve an academic use of any "dangerous weapons" in writing.

Violations of this policy by students or employees will be subject to discipline, up to and including expulsion or termination.

PERSONNEL

HUMAN RESOURCES MISSION STATEMENT

It is the commitment of the Human Resources Department to provide leadership in the delivery of quality services to employees and constituents in a responsive and effective manner which contributes to a working environment that promotes teaching and learning.

The Thief River Falls Human Resources Contacts are: Kristi Lane 218-683-8631, Julie Fenning 218-683-8633, Michelle Benitt 219-683-8634, and Tiffanie Bieganek 218-683-8632 payroll for the college. East Grand Forks Human Resources contacts are: Becky Lindseth 218-793-2476 and Colleen Kukowski 218-793-2407.

Responsibilities of the office include:

- Labor Relations/Contract Administration
- HR Policy Development and Implementation
- HR Information System

- Staff Planning, Advising and Management/Postings, Recruitment and Searches
- Classification Planning, Advising, Reallocations, etc.
- Performance Management
- Benefits Administration (Compensation, Insurance, Workers' Compensation, Retirement, etc)
- Seniority Rosters
- Employee Orientation
- Tuition Waiver Administration
- Compensation Management
- Employee Payroll
- Employee Business Expenses
- Employee Leave Maintenance

CLASSIFICATIONS

All state employment positions are either classified or unclassified.

Unclassified positions are those within state service which, by statute or by action of the Commissioner of Employee Relations, are not included in the classified service and do not require merit selection. All MnSCU administrators, all faculty and some professional/supervisory employees are unclassified.

Classified positions are those within state civil service for which appointments must be based on merit and ability to perform the duties of the position. All support staff positions are classified. Each job classification has a specific salary range made up of salary steps. Job classification is a system of identifying and describing the different kinds of work in an organization and of grouping similar positions under common classification titles. It identifies differences and similarities in kind of work, degrees of difficulty, and responsibility of duties among positions. Classification systems are based on evaluation job content, which includes:

- Position purpose (why does this job exist?)
- Types of duties performed
- Knowledge, skills and abilities required to perform the duties
- Consequence of error
- Degree of autonomy or authority
- Complexity of decision-making
- Staff and budget dimensions
- Scope of job (broad or narrow)

BARGAINING UNITS AND EXCLUSIVE REPRESENTATIVES

The primary goal of the State of Minnesota and its employees is to provide excellent public services. This goal can be achieved only when there is a cooperative relationship between state employees and management.

In an effort to promote orderly and constructive relationships between public employers and their employees, the State of Minnesota grants public employees the right to organize into unions and choose representatives freely.

All state employees are assigned to a “bargaining unit” based on the characteristics of their job. Some bargaining units are represented by unions or associations, while others are unrepresented. State law spells out how bargaining units operate within state government.

The state negotiates contracts with its bargaining units every two years. These contracts, known as collective bargaining agreements are published in writing, and outline the terms of employment, including salary and benefits. The state and labor unions also discuss important issues such as employee health care and civil service reform through cooperative labor-management committees.

The bargaining units for most state employees are:

American Federation of State, County, & Municipal Employees (AFSCME), Council 5, AFL-CIO

Bargaining Units: 202, 203, 206, 207
Represents: Clerical, Maintenance, Service and Technical/Paraprofessional Employees
Contact: AFSCME (www.afscmemn.org) (651) 450-4990
300 Hardman Avenue South, South St Paul, MN 55075

Commissioner’s Plan

Plan Unit: 217
Represents: Confidential Employees
Contact: Minnesota Management and Budget
400 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

Personnel Plan for MnSCU Administrators

Plan Unit: 220
Represents: MnSCU (Unclassified) Administrators
Contact: Mark Carlson, MnSCU (651-201-1827)
Email: mark.carlson@so.mnscu.edu

Middle Management Association (MMA)

Bargaining Unit: 216
Represents: Supervisory (Classified and Unclassified) Employees
Contact: MMA (www.middlemanagementassn.org) (651) 222-3811 or 800-642-2373
Mike Bona, Executive Director
525 Park Street, Suite 333; St. Paul, MN 55103-2106

Minnesota Association of Professional Employees (MAPE)

Bargaining Unit: 214
Represents: General Professional (Classified and Unclassified) Employees
Contact: MAPE (www.mape.org) (651) 227-6457 or (800) 652-9721
3460 Lexington Ave. N., Shoreview, MN 55126

Minnesota State College Faculty (MSCF)

Bargaining Unit: 210
Represents: Community & Technical College Faculty (Unclassified)

Contact: MSCF <http://mscf.educationminnesota.org/> or (800) 652-9073
41 Sherburne Avenue, St. Paul, MN 55103-2196

PERFORMANCE EVALUATIONS

(Classified and Unclassified Professional/Supervisory Employees)

The State requires an annual evaluation of all classified and unclassified professional/supervisory employees. The performance assessment process includes a review of the employee's current position description and a performance management process, which focuses on continuous improvement; defines, develops, reviews and recognizes performance; and supports the individual, the work group, and the College.

(Faculty)

All faculty (including counselors) are evaluated pursuant to the faculty evaluation policies, guidelines and procedures established by the College. The faculty evaluation process is a continuous improvement approach centering on ongoing faculty development and an outcome of improved effectiveness.

Your supervising administrator will notify you of the time sequence of your evaluations.

PERSONNEL FILE

The Human Resource Office maintains your official personnel file. It contains a variety of documents, including your application for employment and personnel forms you may have completed when you were hired, performance appraisals, and other miscellaneous personnel data. You may request to see your personnel file by contacting the Human Resource Office. Refer to your collective bargaining agreement or plan for more information on specific policy governing personnel files.

POSITION DESCRIPTIONS

(Classified and Unclassified Professional/Supervisory Employees)

The State requires that all classified and unclassified professional/supervisory employees have a current and accurate position description on file with the Human Resources Office. The employee and their immediate supervisor also retain a copy.

DATA PRACTICES

College's Obligation

Institutions must collect, disclose and retain government data in compliance with state and federal law. More specifically, institutions must understand what information must be given to individuals when collecting data is classified (ex. public, private, etc.), to whom data may be released, and what data must be retained for Educational and Personnel records are governed by the Minnesota Government Data Practices Act (MGDPA) MN Statute, chapter 13 Educational data is also covered under the federal statute commonly known as the Family Educational Rights Privacy Act (FERPA) CFR 43, <http://www.gpoaccess.gov/cfr/index.html>

What is government data?

Government data is defined as all data collected, created, received, maintained or disseminated by any state agency regardless of its physical form, storage media or conditions of use. There are

many types of subcategories of government data including educational data (or records) and personnel data.

What is educational data?

Educational data are all records which:

1. contain information directly related to a student; and
2. are maintained by an educational agency or institution or a person acting for such agency or institution.

These records are private and may not be disclosed without consent. There are some exceptions to this rule. However, you should consult the appropriate personnel prior to releasing any data concerning a student.

Educational data does not include:

1. “desk drawer notes”;
2. law enforcement data;
3. employment records (not employment as a result of his or her status as a student);
4. “treatment records;” and
5. records about alumni pertaining to post-graduation information.

Data in these five categories may also be private. For more detailed descriptions of these exceptions, please consult with the appropriate personnel on your campus.

What is personnel data?

Personnel data refers to data on individuals collected because the individual is or was an employee of or an applicant for employment, performs service on a voluntary basis, or acts as an independent contractor with a state agency, statewide system or political subdivision or is a member of or an applicant for an advisory board or commission.

When can I disclose data?

Data that has been classified as public may be disclosed to anyone who requests access. Data that is classified as nonpublic, private or confidential must not be disclosed unless the requesting party has authority to access the data. If you have any questions about whether data is public or not, you should not disclose the information until you have consulted with the appropriate personnel on your campus. In general, student and personnel data will be private and should not be disclosed without express authority to do so. This means you should not talk about individual students or employees except to those within the college (an agent, employee or certain contractors) who have a legitimate need to know. The school’s foundation is not an agent, employee or contractor who would be able to gain access. The MnSCU system office is permitted access when there is a legitimate reason to share the data with that office.

Do not have conversations about private student or personnel matters on cellular phones in hallways, restaurants or other places where you are likely to be overheard.

What if I receive a request for data?

You should forward the request to the appropriate administrator on your campus immediately as the law requires a response to requests within a short time frame. If a student who is in your class or is your advisee asks for access to private data about him/herself, you should provide access. In most cases, however, you should not attempt to respond to the request.

Can I have access to data of someone?

If the data is not about you but about someone else, you must have a legitimate need to know. A legitimate “need to know” will be determined on a case-by-case basis and does not include personal or private interest. You may be asked why you should be allowed access and are expected by law to respond.

Can I take files home?

You need to check with your supervisor on this issue. Please note that whether the information is at home or on the campus, it will be considered government data and the property of the college. You will be required to produce such data if a request is made for access. In addition, you are required to recognize the possible private or confidential nature of data you may take home. Any disclosure of private or confidential information to family members or others is prohibited except where specifically allowed by law.

What about my personal notes?

Records about a student that are kept in the sole possession of the maker of the record, are not accessible to any other person except a temporary substitute, and are only kept for one year, can be kept confidential (i.e., not disclosed to anyone including the student who is the subject of the data). You may disclose them to the student if you wish but you may not disclose them to any other individual.

What about people who work with me?

Make sure clerical workers who come in contact with data on other students or employees know their obligations to keep information private.

GENERAL INFORMATION

What laws govern the subject of data practices?

Data practices are governed by the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13) <http://www.leg.state.mn.us/leg/statutes.asp> Educational data is also covered under the federal statute commonly known as the Family Educational Rights and Privacy Act.

What is the basic presumption?

Under the state law (MGDPA), government data are public and are accessible by the public for both inspection and copying unless there is a federal law, state statute, or a temporary classification of data that provides that certain data are not public. Personnel and educational data are generally presumed to be private.

What about people who are deceased?

Under the Minnesota Government Data Practices Act, private and confidential data about people who are deceased becomes public ten years after their death AND 30 years after the creation of the data.

COMPENSATION

This section presents general information on your pay and benefits. More specific information may be obtained from your collective bargaining agreement or the human resource office.

PAY DAY

Paychecks are distributed according to a pay period schedule set by the Department of Finance. Employees are paid bi-weekly; every other Friday is payday.

ACCESSING YOUR PAYSTUB

To access pay stub information, employees will go to a website (www.state.mn.us/employee) and sign in by typing a user ID and password. The user ID will be the employee's eight-digit employee ID number. You are assigned an employee ID number upon hire. If you do not know your employee ID number, please contact the Human Resources Department. Initially, the password must be at least eight characters. Employees will be able to change their own password at any time. You may receive notification when a password change is required.

DIRECT DEPOSIT

As permitted under M.S. 16A.17. Subd. 10 requires all state employees to receive 100% of their net pay through direct deposit. Direct deposit ensures that your pay is deposited in your bank account on payday Friday. The direct deposit authorization form is available on the employee self-service website (www.state.mn.us/employee) under other payroll – payroll forms, or by contacting the Human Resources Department.

HOURS OF WORK

(Classified and Unclassified Professional/Supervisory Employees)

Most full-time employees work five consecutive, eight-hour days. The pay period covers two full workweeks, 80 hours for full-time employees. The pay period begins on Wednesday and ends 14 days later, on Tuesday.

Part-time employees are allocated a specific number of hours per fiscal year. Seasonal employees generally work during the academic year; August through May. Schedules are determined and approved by your immediate supervisor.

(Faculty)

Faculty assignments are determined in consultation with the Academic office. Full-time faculty work 171 contracted days for the academic year. Extra days and/or summer school work is paid over-and-above the contracted days specified in the collective bargaining agreements.

OVERTIME/COMPENSATION TIME

The Fair Labor Standards Act (FLSA) sets forth the provisions for compensation for time-and-a-half and overtime, and determines who is subject to and who is exempt from the Act. Rates and standards vary among the collective bargaining agreements. Consult your supervisor and collective

bargaining agreement or plan for specific information. Faculty and administrator positions are exempt from FLSA and are therefore not eligible for overtime compensation.

PAYROLL DEDUCTIONS

Deductions from payroll happen in the following sequence:

- Health and dental insurance (pre-tax)
- Dependent care and medical expense account
- FICA and Medicare Tax
- Retirement
- Deferred compensation and tax-sheltered annuities
- Federal tax
- State tax
- Other insurance (pre-tax)
- Federal and state tax levies, child support, garnishments
- Life Insurance, short and long-term disability
- Department deductions
- Labor Unions
- Direct Deposit

TIME KEEPING

(Classified and Unclassified Professional/Supervisory Employees)

Northland utilizes an electronic eTimesheet application which provides employees online access where they can view, submit and update timesheets and leave or overtime requests on a biweekly basis. Supervisor approval is required and is also managed via eTimesheet. Consult your supervisor or the Payroll Department on questions regarding utilizing eTimesheet.

(Faculty)

Full-time faculty and part-time unlimited faculty are placed on payroll for the year, so no additional timekeeping is required except in the case of absences. Temporary part-time faculty are employed and placed on payroll semester-by-semester with no guarantees of continued employment, and the assignment varies depending on the needs of the College.

Faculty receive a Notice of Appointment or Assignment letter that informs the faculty member of their official appointment, assignment(s), length, and the wages for the appointment. Note that the notice of appointment is not an employment contract and should not be interpreted as guaranteeing a certain term of employment.

WITHHOLDING/W-4 FORM

All employees complete a W-4 at the start of state employment. Employees may change the number of exemptions at any time for any reason from the State Employee Self Service website (www.state.mn.us/employee). The W-4 form is also available on the same website under other payroll forms or by contacting the Payroll Department.

WAGE & TAX STATEMENT/W2

Employees can access and print their W-2 forms from the self-service website (www.state.mn.us/employee) under other payroll>W-2.

UNION DUES/FAIR SHARE

Employees are placed in a bargaining unit as soon as the Appointing Authority (the College) anticipates they will work a sufficient amount of time to be eligible for bargaining unit inclusion. If you are placed in a bargaining unit, you will be required to pay dues. Your union will provide you with membership information. If you have questions about dues, please refer to your collective bargaining agreement, or call your union representative.

EXPENSE REIMBURSEMENT

The employee expense report is used to obtain reimbursement for expenses while traveling or training on approved travel. Expenses may include mileage (if appropriate), lodging, meals, and miscellaneous expenses as described in your collective bargaining agreement. Original receipts are required for expenses. Receipts are to be attached to the expense form and signed by both the employee and supervisor. Copies of approved travel requests (including Conference Agendas) must be attached to the expense form when submitted for reimbursement. The employee and/or supervisor must indicate the cost center to which the expenses are to be charged. All information regarding expense reimbursement (links to policy and procedure, forms, reimbursement deadlines, etc.) are found on Northland's webpage via Employees>Forms>Human Resources Forms. Contact the Payroll Department for more information.

EMPLOYEE LEAVE AND BENEFITS

The State of Minnesota compensates employees with more than pay. Many benefits are available through Minnesota Management and Budget and other organizations. Your benefits are an important part of your total compensation.

REQUESTING APPROVAL FOR REASSIGNMENT

- Advanced written approval for in-state travel must be obtained prior to the travel date. Northland utilizes an online approval process for travel requests. Travel-In State documentation is not required for inter-campus travel.
- Verbal approval may be obtained in emergency situations.
- All Out-of-State travel requires advanced written approval by the President. Northland utilizes an online approval process for travel-out of state requests. (Must attach Conference Agenda to Out-of-State Travel requests to assist in approval decision.) Travel to Grand Forks or Fargo does not require Out-of-State approval; In-State travel request can be used.
- All requests for travel require attachment of Conference Agenda.
- Links to electronic forms are found via the Northland web page:
Employees>Forms>Human Resources Forms

COMMUNICATING ABSENCES

Illness or Unforeseen Absence: All employees are asked to report an absence due to illness or other unanticipated reasons to their immediate supervisor prior to the start of their scheduled shift/day. In addition, a request for leave must be completed and submitted electronically through the eTimesheet/Time and Leave Reporting system. A link to this system is under the employee tab of Northland's webpage.

HOLIDAYS

(Classified and Unclassified Professional/Supervisory/MnSCU Administrators)

Full-time employees receive 10 scheduled holidays each year. The scheduled holidays are:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day



Holiday pay is pro-rated for part-time employees based on the number of hours which would have been worked in the pay period had there been no holiday. For holiday proration questions please contact Tiffanie Bieganek at 218-683-8632.

LEAVES

Employer-Paid Leaves of Absence

(Refer to your collective bargaining agreement for specific information.)

- Voting
- Court Appearance
- Education (job-assigned)
- Jury Duty
- Military Duty (up to 15 days per calendar year)
- Emergencies (Declared)

(Faculty)

- Sabbatical Leave
- Advanced Degree or Certification Leave
- Personal Leave

Personal /Vacation Leave

Classified and Unclassified Professional/Supervisory Employees: Full-time employees receive between 13 and 29 days per year depending on length of service. Vacation leave is accrued in hours each pay period. Part-time employees receive vacation leave based on hours worked. To access leave balances, go to www.state.mn.us/employee. Click on leave balances. Leave balances may also be viewed on the eTimesheet employee home page.

MSCF Faculty: Each full-time faculty member will accrue two (2) days of personal leave each academic year. Personal leave may accumulate to 10 days but use shall not exceed 3 days in any semester unless an emergency arises, in which case a 4th or 5th day may be used if approved by the College president. Personal leave may be taken in 1/2 day increments. Personal leave is pro-rated for part-time faculty members in the bargaining unit.

Sick Leave

(Classified and Unclassified Professional/Supervisory Employees)

Full-time employees receive 13 days per year. Sick leave is accrued in hours each pay period. Part-time employees receive sick leave based on hours worked. Use cannot exceed the employee's balance at the beginning of the pay period.

The collective bargaining agreements specify what can be approved as sick leave. Sick leave may also be used for bereavement leave in certain circumstances. Consult your collective bargaining agreement or the human resources office for specifics on this provision.

MSCF Faculty

Upon initial employment, each full-time faculty member is credited with 20 days of sick leave allowance. At the beginning of the 3rd academic year of employment and each academic year thereafter, each full-time faculty member is credited with 10 days of sick leave. Unused sick leave may accumulate to a maximum of 112 days; sick leave earned over the maximum will be considered lapsed but shall be recorded to the faculty member's credit. Consult the MSCF contract for more specifics about sick leave allowance and usage.

Family Medical Leave Act

Every fiscal year, the State of Minnesota will provide up to 12 weeks of job-protected leave to "eligible" employees for certain family and medical reasons consistent with the FMLA, relevant State law, and collective bargaining agreements and plans. Refer to your specific collective bargaining agreement for information and guidelines on eligibility and use of FMLA.

Unpaid Leaves of Absence

Classified and Unclassified Professional/Supervisory Employees

Refer to your collective bargaining agreement for specific information.

- Education
- Illness, injury or disability
- Parenthood
- Taking an unclassified state job
- Personal Reasons
- Precinct caucuses or conventions
- Union Leave
- Military Duty

MSCF Faculty

Refer to your collective bargaining agreement for specific information.

- Military Leave
- Other Leaves of Absence without Pay
- Extended Leaves of Absence
- Parenting Leave
- Religious Holidays

PROFESSIONAL DEVELOPMENT AND TRAINING (EMPLOYEE DEVELOPMENT)

Northland Community and Technical College believes that quality and excellence occur in a continuous improvement climate and that professional development and training are inherently tied to the College's mission, goals, strategic planning, work force planning, and the provision of quality instruction and services to our students and the public. It is the responsibility of the College management, the supervisor and the employee, working in partnership, to determine the professional development goals and training needs. To this end, the College has allocated budgets for professional development and training. Please contact the respective union representative or your supervisor for information regarding professional development budget information.

RETIREMENT

There are several retirement plans provided by the state depending on your employment status (classified or unclassified). Retirement plan deductions, which are automatically withdrawn from your paycheck, are sheltered from federal or state income tax. Employee and employer contributions vary according to specific retirement plans.

Classified Employees

The retirement plan for classified state employees is provided through the Minnesota State Retirement System (MSRS). You can get specific information about MSRS by contacting the human resource office or through their website at: www.msrs.state.mn.us. Effective 07/01/2014 deductions are 5.5% employee and 5.5% employer. Public Employees Retirement Association (PERA) is the retirement plan for classified employees who merged into state government on or before 7/1/95. You can get information through their website: www.mnpera.org.

Unclassified Professional/Supervisory Employees and Faculty

Participation in the retirement plan is mandatory for new employees in the above categories who are employed more than 25% of a full academic year, excluding summer session (7.5 credits for Liberal Arts faculty and 8 credits for Technical faculty). Once eligible, employees will be defaulted into the Individual Retirement Account Plan (IRAP) which is a Defined Contribution Plan. Those eligible employees will then have a specific time period (1 year from date of eligibility), in which they can elect to participate in the Teachers Retirement Association (TRA) which is a Defined Benefit Plan. This is an irrevocable decision and once this decision has been made, the selected retirement plan will then be the mandatory retirement plan for that employee's MnSCU unclassified service career. Newly tenured faculty will receive an additional "election window" in which they will have the opportunity to transfer retirement coverage from IRAP to TRA. This window will run from date of tenure to one year from date of tenure.

Once retirement eligibility is met, an employee remains eligible to participate, even if the level of performance is less than 25% in subsequent years.

Teachers Retirement Association (TRA)

TRA is a "defined benefit plan" meaning that you are guaranteed a lifetime pension benefit, which is a specific percentage of your high-five average salary based on your age and years of service at retirement. For more information contact TRA directly at: Telephone: (800) 657-3669 or (651) 296-2409; FAX (651) 297-5999; Postal address: Gallery Professional Bldg., Suite 500, 17

W Exchange Street, Saint Paul, MN 55102; or at the following website: www.tra.state.mn.us. Current deductions are 7.5% employee and 7.5% employer.

Individual Retirement Account Plan (IRAP)

IRAP is a “defined contribution plan” in which retirement benefits are based on the contributions made by yourself and the employer, and the investment performance of the investment vendor(s) you select and the performance of those investments. Current IRAP deductions are 4.5% employee and 6% employer. <https://www.wellsfargo.com/retirementplan/> or <http://www.tiaa-cref.org/>

Supplemental Retirement Plan (SRP)

Participation in SRP is mandatory (for both TRA and IRAP participants) following two years of full-time service. This is a defined contribution plan with the same investment vendors as noted above in the IRAP section. The employee and employer amounts vary depending on your contract or plan. Consult your collective bargaining agreement or plan for specific information.

Tax Deferment Options

The following two options set aside pre-tax dollars for voluntary tax-deferred savings that allow employees to place a portion of their earnings into a pre-tax investment program. Taxes on money placed in these programs, and on the earnings of the account, are deferred until the time of withdrawal so that employees can defer present income for long-term savings. There are differences between the two options, as well as limitations on the amount of income you may defer. Contact the Human Resources office for additional information. Employees can contribute to one or both of these plans, but are subject to the IRS regulatory maximum.

Deferred Compensation Plan

The state’s Deferred Compensation Plan is administered by the Minnesota State Retirement System (MSRS) (referred to as a 457 plan). Classified employees of AFSCME, MAPE and MMA receive a matching contribution on contributions to this plan. Please see our applicable bargaining unit contract for matching limitations. <http://www.mndcplan.com/>

403(b) Tax Sheltered Annuity

This is a qualified retirement plan that is managed by MnSCU. You must sign up for salary deferral contributions and direct the investment of those contributions among the various vendors. There are currently two vendors through whom you can direct the investment of your account – TIAA-CREF and Wells Fargo; however, you may have account balances with investment institutions you used prior to January 2002. <https://www.wellsfargo.com/retirementplan/> or <http://www.tiaa-cref.org/>

Application forms and materials for both plans can be obtained by contacting the Human Resource Office.

TUITION WAIVER

You may be eligible to receive a tuition waiver for yourself, your spouse, or your dependents if you meet the eligibility requirements outlined in your employment contract. If eligible, you are entitled to enroll in courses without payment of tuition. Refer to your collective bargaining agreement for

specific tuition waiver provisions; i.e., number of credits that can be waived, where credits can be waived, etc. Tuition waiver applications are processed in an on-line system. This link can be accessed through the Faculty & Staff Central web page under FORMS.

WORKER'S COMPENSATION

Workers' compensation benefits are available to employees who sustain work-related injuries or illnesses. The state provides these benefits through the Workers' Compensation Program of the Department of Employee Relations. The program coordinates lost-time payments, medical benefits (which are coordinated by a managed care organization) and rehabilitation activities.

When you have been injured on the job, notify your supervisor immediately so that the process of caring for your injury may begin. A serious injury must be reported to the Department of Administration – Risk Management within 48 hours after it occurs. An employee must complete the Employee Statement Regarding Injury/Illness form and the Supervisor must complete The First Report of Injury form.

The forms mentioned above can be found at <http://www.northlandcollege.edu/about-northland/offices/hr/workers-comp/> along with additional information. A first report of injury form must be completed and submitted to Human Resources within 24 hours of injury. Medical practitioners must be notified that the injury was sustained on the job. This packet contains information that is helpful to the employee and also contains information that should be brought to the treating clinic for the related injury/illness.

The designated clinics for evaluating and treatment of worker's compensation related injuries for each campus is as follows:

East Grand Forks

Altru Clinic Grand Forks
Altru Health System
1000 South Columbia Road
Grand Forks, ND 58206
701-780-6000

Sanford Clinic – East Grand Forks
621 Demers Avenue
East Grand Forks, MN 56721
218-773-5800

Thief River Falls

Sanford Clinic - Thief River Falls
1720 Highway 59 SE
Thief River Falls, MN 56701
218-681-4747

Mickelson Chiropractic
1544 Highway 59 SE
Thief River Falls, MN 56701
218-681-4574

HEALTH AND DENTAL INSURANCE

The State pays for a large portion of health and dental insurance for the employee and eligible dependents. Go to <http://mn.gov/mmb/segip/index.jsp> to view employee benefit information. Contact your DDIR (Kristi Lane @ 218-683-8631), or refer to your collective bargaining agreement for specific information on eligibility and level of employer contribution. Qualifying employees may continue coverage at their own expense as an eligible retiree.

Open Enrollment

You may make certain changes to your insurance benefits during the annual Open Enrollment period. This period is conducted according to your labor contract or plan. Open Enrollment is usually held during the months of November or December. You must re-enroll in the pre-tax benefits plan each year to continue participation in the program, even if you don't want to change your contribution amount.

DDIR

Your College DDIR (Designated Department Insurance Representative) is Kristi Lane 218-683-8631 or Kristi.Lane@northlandcollege.edu

OPTIONAL BENEFITS

Short-term Disability Insurance

This coverage provides eligible employees who choose to participate with income for up to 180 days when an injury, sickness or pregnancy results in continuous total disability. Employees should refer to their collective bargaining agreement for specific information.

Long-term Disability Insurance

This coverage provides eligible employees who choose to participate with income beyond 180 days when an injury, sickness or pregnancy results in continuous total disability. Employees should refer to their collective bargaining agreement or contact the Human Resources office for specific information.

Long-Term Care Insurance

The State has made available a group Long-Term Care insurance plan to employees of Minnesota State Colleges and Universities. There is a wide range of plan options to cover long-term care expenses. The coverage is optional and 100% employee paid. Premiums are based on a person's age when coverage is effective. Persons may continue coverage if they retire or otherwise leave employment with coverage and cost remaining the same. For more information visit www.doer.state.mn.us and choose the "Long-Term Care Coverage" option.

Basic Employee Life Insurance

The state pays the full cost of basic group term life insurance for insurance eligible employees. The amount of this insurance is determined by the collective bargaining agreement or plan that covers your job, and is based on the amount of your annual salary. Check your collective bargaining agreement or plan to determine the amount of your state-paid life insurance.

Additional Life Insurance for Yourself and Your Spouse

You may purchase additional life insurance for yourself and your spouse. Generally you may purchase this insurance in increments of \$5,000 up to a total of \$500,000. The amount of coverage you may purchase may vary by collective bargaining agreements and plans.

Child Life Insurance

You may purchase life insurance providing \$10,000 of coverage for your insurance-eligible children or insurance eligible grandchildren. One child life insurance policy covers all of your dependent children. You need not notify the state if you have a new dependent to add to an existing child life policy.

Accidental Death and Dismemberment Insurance

Accidental death and dismemberment (AD&D) insurance is an optional benefit available to both you and your spouse. For more information about the life and AD&D insurance plans contact customer service at: OCHS, Inc. – 651-665-3789 or 800-392-7295.

Pre-tax Benefits

Pre-tax benefits allow you to pay for certain expenses with money that is taken from your pay before it is taxed. Because you are taxed less, your take-home pay may be more. Contact the Human Resources office for information on the following pre-tax benefits:

Health and Dental Premium Expense Account

The amount you pay for your health and dental insurance is automatically withdrawn from your pay before it is taxed, unless you sign a waiver form declining this benefit.

Dependent Care Expense Account

This allows you to pay for certain dependent care expenses, such as childcare, with pre-tax dollars.

Medical/Dental Expense Account

This allows you to pay for certain unreimbursed medical and dental expenses with pre-tax dollars.

Transit Expense Account

This benefit allows you to use pre-tax dollars to pay for certain expenses associated with your commute such as parking and bus pass/vanpool costs.

Right to Continue Benefits

Consistent with state and federal laws, employees or their dependents may be entitled to continue health insurance, dental insurance, life insurance and the Health and Dental Expense Account (on an after-tax basis) if one of the following “qualifying events” causes you or your dependents to lose coverage under the State Employee Group Program:

- Termination of employment (for reasons other than gross misconduct)
- Layoff
- Reduction of hours causing ineligibility for benefits
- Dependent child no longer eligible as dependent (due to change in age, student status, marital status, or financial support [in the case of a foster child or step child])

- Death of an employee
- Divorce or legal separation
- Change in spouse's coverage

HEALTH CARE SAVINGS ACCOUNT PLAN (HCSAP)

The health care savings plan is an employer-sponsored program that allows employees to save money into an account to pay medical expenses and/or health insurance premiums after termination of public service.

Employees will be able to choose among seven different investment options provided by the State Board of Investment. Assets in the account will accumulate tax-free, and since payouts are used for medical expenses, they will remain tax free.

The contractual bargaining agreements and salary plans contain differing eligibility and minimum threshold levels for contributions to the Health Care Savings Account Plan administered by MSRS. Please refer to your collective bargaining agreement for eligibility information. Additionally plan information and features can be found on the MSRS website at www.msrs.state.mn.us.

CREDIT UNION

State employees are eligible to join AFFINITY PLUS Federal Credit Union offering savings and checking accounts, payroll deductions, VISA cards, loans and discount car programs. Check out their website: www.affinityplus.org.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Each of us can be faced with life events that are difficult to manage. Relationship problems, work-related issues, parenting challenges, depression, grief, aging parent concerns, alcohol or drug use problems, and chronic health difficulties are just a few examples of common challenges that can diminish our abilities to effectively manage our activities from one day to the next. Every person has his or her own method of determining when it would be useful to seek outside help.

The State Employee Assistance Program (EAP) is a good place to start. The services of the State EAP are strictly confidential, cost-free, and available either by phone or at an office location near your home or workplace. The EAP counselor will work with you to develop a plan of action to solve your problems. In some cases, brief counseling (up to 3 sessions) at EAP may be all that is needed. In other situations, your EAP counselor may refer you for ongoing counseling through your health plan's provider network or another mental health provider in your community. If you prefer, you may go directly to your health plan's authorized mental health provider without first using the State EAP. The phone numbers for the EAP Management Call Center remain 1-866-477-1586 (greater Minnesota) and 651-662-2586 (metro). EAP information is available at the following link: <http://mn.gov/mmb/segip/health-solutions/employees/eap/>

STATE EMPLOYEE HEALTH PROMOTION PROGRAM

The goals of the State Employee Health Promotion Program are to enhance the health of state employees and dependents, and to help contain health insurance and workers' compensation costs. The Minnesota Management and Budget with the support of health promotion coordinators and committees throughout the state administer the program. Specific components include: health assessments, including health risk appraisals; education programs, such as smoking cessation,

CPR/first aid training, medical self-care, and weight management; awareness programs and special events; and other activities that promote an environment and culture where healthy behavior is encouraged. You can find more information at <https://segip.staywell.com/includes/login/index.aspx>

STATE EMPLOYEE INCORPORATED (SEI)

As a state employee you have the privilege of becoming a member of SEI. This organization offers special prices for various entertainment places and points of interest. For information or to become a member contact Becky Lindseth in Human Resources at 218-793-2476 or Becky.Lindseth@northlandcollege.edu There is an annual fee of \$4.00.

RESIGNATION PROCEDURES

You must provide written notification to Human Resources and your supervisor of your intent to resign from Northland Community and Technical College. It is advantageous for you to consult with the Human Resources staff in advance so that you are informed about the termination of your pay and benefits, the opportunity to continue insurance coverage (COBRA), retirement fund options, and payoff of unused leave balances.

GENERAL INFORMATION

SECURITY

Northland Community and Technical College has made every effort to provide a safe and secure work and learning environment by illuminating its parking lots at night. When you leave the building in the evening, for your personal safety we recommend you walk to your car in pairs or in a group. If no one else is available, you may ask the on-duty building attendant to escort you. Building attendants are available on each campus Monday through Thursday evenings when classes are in session from 5:00 p.m. – 10:00 p.m. The telephone number for the campus attendants is as follows:

East Grand Forks	218-791-0469
Thief River Falls	218-684-5915/5916

FOOD SERVICE

Northland Community and Technical College EGF campus contracts with a vendor each year to provide food service during the academic year and during the summer for special scheduled events. Both campuses provide a selection of sandwiches, main dishes and salads. Vending machines are available whenever the campus is open. Catering services are available on each campus for college-sponsored events as requested. Contact the respective campus to make arrangements for any catering needs for an event you are coordinating on campus.

BOOKSTORE

Northland Community and Technical College operates a College bookstore for the convenience of both our students and employees. We encourage all students and employees to purchase books and supplies through these facilities. Textbooks and general supplies are available in the bookstores as well as tools and equipment for specific occupational programs.

FOUNDATION

Alumni and friends support Northland Community & Technical College through the NCTC Foundation. The mission of the Northland Community and Technical College Foundation is to support the college by providing opportunities for contributors to invest in and enhance the educational experience of NCTC students.

The NCTC Foundation is a non-profit organization that seeks and administers private gifts for student scholarships and support of NCTC. Gifts are tax-deductible. Help support our college and its students.

Employees are encouraged to support the foundation through payroll contributions. For more information please contact Lars Dyrud at 218-683-8616.

LIBRARY

Northland Community and Technical College libraries support the curriculum, students and employees of the college. Check out hours and services at <http://www.northlandcollege.edu/library/>

ACCEPTABLE USE OF COMPUTERS AND INFORMATION TECHNOLOGY RESOURCES
NCTC has adopted MnSCU Policy 5.22 as NCTC Policy 5010 and 5010P. The policy and procedure are accessible at <http://www.northlandcollege.edu/about/policies/docs/5010.pdf> and <http://www.northlandcollege.edu/about/policies/docs/5010P.pdf>

SECURITY AND PRIVACY OF INFORMATION RESOURCES

NCTC has adopted MnSCU Policy 5.23 as NCTC Policy 5011. The policy is accessible at <http://www.northlandcollege.edu/about/policies/docs/5011.pdf>

COMMUNICATIONS

The college will maintain an open communication process and structure that informs members of the college community, promotes interaction, and provides employees and students the opportunity to express ideas and influence decision-making. NCTC Policy 5015, Use of e-mail for Official Correspondence with Employees is accessible at <http://www.northlandcollege.edu/about/policies/docs/5015.pdf>

PHILOSOPHY

An important part of the philosophy of this college is to function in a climate that facilitates communication. Essential to this philosophy is the belief that individuals work most effectively when they participate in shaping the system of which they are a part and the belief that authority should be delegated where possible and appropriate.

FACILITIES

Each campus has a building maintenance supervisor and a maintenance team. The maintenance and cleaning on campus is done by maintenance staff. If you have any concerns or special needs, please contact Bob Gooden on the East Grand Forks campus at 218-793-2450 or Clinton Castle on the Thief River Falls campus at 218-683-8600.

KEYS /FACILITY ACCESS

All College employees will be issued keys for the areas to which they are assigned or responsible. Please see Bob Gooden on the East Grand Forks campus or Clinton Castle on the Thief River Falls campus to obtain necessary keys. You will be required to sign for the keys received. It is the responsibility of the employee to safeguard the use of the key(s) assigned. Keys must be returned at the end of the semester or academic year if faculty or employees will not be returning during the next academic period.

Please notify Bob Gooden at EGF or Clinton Castle at TRF if you lose your keys. Employees will be charged \$25.00 to cover replacement cost for each lost key.

PARKING

Authority for establishing parking & traffic regulations on the Minnesota State College & Universities campuses is granted to Northland Community and Technical College by Minnesota Statute 136F.53. Drivers shall observe the college parking and traffic regulations and drive safely, giving pedestrians the right of way at all times.

Northland Community and Technical College charges all employees a parking fee to support the operation, maintenance and development of campus parking facilities. Parking fees can be taken as a pre-tax payroll deduction. Northland Community and Technical College assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at anytime while it is operated or parked on the campus. All vehicles should be locked when left unattended. The college reserves the right to ticket and/or tow at the owner's expense any vehicle in violation of established parking regulations.

Parking for Persons with Disabilities

In compliance with Minnesota Statute 169.346, use of handicap parking spaces is restricted ONLY to the vehicles with a valid state issued handicap license plate or displaying a state issued handicap certificate. Quick errands, deliveries, or drop offs are not valid excuses for parking in or obstructing handicap spaces. Minnesota State Law requires handicap parking spaces be enforced on a 24 hours basis, seven days a week including holiday periods. Violators will be ticketed and towed or immobilized. Temporary disability permits may be requested from the Department of Motor Vehicles.

SAFETY

It is the goal of Northland Community and Technical College to provide the employees and students with a safe and healthy work environment. Contact the college's Safety Officer, Julie Fenning, 218-683-8633, for concerns about physical hazards, electrical hazards, fires and explosions, means of exit from buildings and use of Personal Protective Equipment (PPE). Northland Community and Technical College also has a Safety Committee with a purpose to promote awareness of safety on campus.

INCIDENT REPORTS

The State of Minnesota requires that we report any incident that happens on campus or off campus that could result in litigation against the State of Minnesota or any of its employees or agents. The incident report should be filled out immediately or as soon as possible after the incident occurs and

turned in to the Business Office on either campus. The report should be filled out by the person(s) witnessing the event or the person to whom it was first reported.

PERSONAL APPEARANCE

At Northland Community and Technical College, we are very proud of our image as a high-quality educational institution in both the local communities and the larger academic community. Our image is formed, in part by the impression employees make on students and the public. Personal appearance is a factor in creating an impression. Changes in fashion and differences in job assignments make it difficult to create specific guidelines; therefore, we ask that employees help us maintain our positive public image by making clothing choices that are appropriate to their work environment.

TELEPHONE USE

The use of long-distance calling for personal use is strictly prohibited. For employees needing to make personal long-distance calls, use of a personal long-distance calling card is recommended. Work related long distance phone calls are to be made by using an assigned long distance ID Code. Long distance ID Codes are to be used for college business only and should not to be shared with anyone. You are responsible for all calls listed under your ID Code. If it does become necessary to make emergency long distance personal calls they should be reimbursed at .15 per minute plus applicable federal and state tax. Incoming toll free lines are provided for official business only. Personal calls using the toll free lines are not authorized.

Telephone and cellular phone bills will be reviewed periodically. Any indications of improprieties will be investigated and reported to the appropriate supervisor. Improper use will result in disciplinary action up to and including discharge. If it does become necessary to make emergency cell phone calls they should be reimbursed at .15 per minute plus applicable federal and state tax. NCTC Policy 5010.1P, Cellular and Other Mobile Computer Procedures is accessible at:
http://www.northlandcollege.edu/about/policies/_docs/5010P1.pdf

USE OF STATE PROPERTY

Minnesota Statutes chapter 43A.38 Subdivision 4 – Use of State Property states: “An employee shall not use or allow the use of state time, supplies or state owned or leased property and equipment for the employee’s private interests or any other use not in the interest of the state, except as provided by law.

Employees are prohibited from using State time, supplies or equipment for their private use or other non-state business uses. Misuse of the State telephone service, computer communications or State equipment and/or property can result in disciplinary action, including termination, as well as repayment for unauthorized usages. In addition, employees who violate this statute may be subject to criminal prosecution.

Employee Technology Resources

Visit online Technology Resources at:

<http://www.northlandcollege.edu/technology/training/resources/employee/>

WEATHER EMERGENCIES/BUILDING EVACUATION POLICIES

4010P EMERGENCY CLOSING OR CANCELLATIONS PROCEDURE

I. PURPOSE:

In accordance with MnSCU Policy 4.4, the following procedure is followed when it becomes necessary to close the college campuses or cancel academic or nonacademic activities, or delay the opening of the college due to inclement weather or other emergency conditions. This procedure will also describe working conditions and the compensation status of employees during the time the college is closed.

II. DEFINITIONS:

A. Closing the College: This means to close all operations other than those operations deemed essential to the protection of life and property. Closing the college results in the cancellation of classes, student, and employee activities, and meetings. All general offices are closed.

B. Delayed Opening: Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.

C. Cancellation of Classes and/or Activities:

Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire college campus.

Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

PROCEDURES

Assessment: If a weather emergency situation develops, college officials will contact local authorities, including the Minnesota State Highway Patrol and other law enforcement offices to assess the severity of the storm. Once the information has been collected, the president or president's designee will make the determination on whether to cancel classes or to close the college.

Cancellation of Classes Due to Weather or Other Emergency:

The authority to cancel classes due to weather conditions or other emergencies resides with the college president or the president's designee.

Support Staff: If a staff member chooses to be absent from work, they must take vacation leave or use earned compensatory time when classes are canceled.

Faculty: Faculty members are expected to make appropriate curricular adjustments or duty adjustments, per MSCF contract.

Campus Closing due to Weather or Other Emergency:

The authority to close the college campus when a weather or other emergency exists resides with the president or the president's designee. The closure of state agencies by the Commissioner of the Department of Employee Relations does not apply to MnSCU institutions. When a college closing is declared, all employees except weather essential employees are excused from work with pay. A college closure applies to all employees, without regard to labor contracts. However, the essential emergency employees who are not excused from work will be paid at their regular rate of pay. A declaration of a college closure will clearly identify the time frame when employees are excused

from work. Employees are instructed to listen to radio and television stations when storms or emergency situations might carry over from one day into two or more days.

WEATHER ESSENTIAL EMPLOYEES: The following positions are identified as Weather essential employees who will not be excused from work duty during campus closings: Physical Plant Supervisor, General Maintenance Worker, General Repair Worker, Electrician, Electrician-Master Record, and Grounds and Road Maintenance Coordinator.

NOTIFICATION OF CANCELLATIONS OR CLOSINGS:

The president or designee will notify radio and television stations identified in this procedure. The message given to these stations will indicate whether it is a cancellation or closure. Employees then must follow the state policies regarding cancellation or closure.

Whenever possible, decisions to cancel day classes will be made by approximately 6:00 a.m., and decisions to cancel night classes or activities will be made by 3 p.m. In certain emergencies, an effort will be made to announce closures or cancellations prior to the 10 p.m. television newscasts. The college recognizes the special needs of people with hearing impairments during the notification process of all employees and students due to closing or cancellation. It is the intent of the college to establish an individualized method of notification for each person with a hearing impairment. Each means of communication will be established after conferring with the involved employee and/or student and ascertaining the unique situation and needs. That process will be provided to the employee and/or student and their supervisor in writing. In the event of campus closure or class cancellation for any emergency situation, the president or designee will notify the MnSCU Public Affairs office. The list of local and regional radio and television stations that will be contacted are:

Call Letters	Location	Station	Dial
KTRF	Thief River Falls	1230 AM	
KSNR	EGF/TRF	100.3 FM	
KKAQ	Thief River Falls	1460 AM	
KKDQ	Thief River Falls	99.3 FM	
KKCQ	Fosston	1480 AM/ 107.1 FM	
KSRQ	NCTC	90.1 FM	
KRWB	Roseau	1410 AM	
KCAJ	Roseau	102 FM	
KJKJ	Grand Forks	107.5 FM	
KNOX	Grand Forks	1310 AM & 94.7 FM	
KROX	Crookston	1260 AM	
KKWQ	Warroad	92.5 FM	
KYCK	Grand Forks	97.1 FM	
KCNN	Grand Forks	1590 AM	
KQHT	Grand Forks	96.1 FM	
KKXL	Grand Forks	1440 AM	
KZLT	Grand Forks	104.3 FM	
KVLY	Fargo	Channel 11	
WDAZ	Grand Forks/Devils Lake	Channel 8	
KXJB	Grand Forks/Fargo	Channel 4	

Local Cable Thief River Falls Channel 3 & 13

Other Emergency Conditions

Other emergencies covered by this procedure would include such things as: fire, tornado, bomb threats, other serious problems related to mechanical or electrical systems, or any other extremely hazardous situation in or around the campus.

In addition, the College utilizes the Wireless Emergency Notifications System (WENS) in the event of class cancellation or facility closure for college-related emergencies. Register to receive text or e-mail notification, at the link: <http://www.northlandcollege.edu/emergency/star-alert/>

PURCHASING/TRAVEL PROCEDURES

ENCUMBERING FUNDS

Funds must be encumbered in the MnSCU Purchasing Module prior to making an obligation through an authorized employee certifying that the accounting system shows sufficient balance in the cost center to meet it. An expenditure or obligation authorized or incurred prior to encumbering funds is illegal and ineligible for payment until made valid and is in violation of M.S. 161A.15, Subd.3. An employee authorizing or making the payment or taking part in it is liable to the state for the amount paid. A known violation of M.S. 16A.15 Subd. 3 is just cause for the employee's removal. The state cannot agree to indemnify third parties or hold them harmless (M.S. 10.17:Minn.Const. Art XI, Sec.1).

PURCHASE LIMITS/TERMS

It shall be the policy of Northland Community and Technical College to bid any contract that is estimated to exceed \$25,000. If the amount of the contract is estimated to exceed \$10,000, but not to exceed \$25,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations and/or bids obtained shall be kept on file for a period of at least one year after receipt thereof.

If the amount of the contract is estimated to be \$10,000 or less, the contract may be made either upon quotation or in the open market, at the discretion of the governing boards. If the contract is made upon quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. The above specified amounts are provided to assure compliance with Minnesota statutes.

Whenever possible, written or oral quotes shall be obtained when in the best interest of the college.

The purchase of textbooks is excluded from the specified guidelines.

To initiate a purchase, complete a purchase requisition form, found on the NCTC internet site at www.northlandcollege.edu at forms on Employee Central. It is also possible, once appropriate security clearances for the ISRS system are obtained, to process purchase orders online in electronic format. Once authorization is obtained, an individual is able to enter purchase orders online and submit to the supervisor in electronic format. Contact the Business Office at either campus for additional information.

EQUIPMENT

Equipment has a normal useful life expectancy exceeding two years and maintains its identity while in use. All equipment with a cost or value of \$500 (legal policy) and over will be tagged with a State of MN asset tag. Equipment with a cost or value \$500.00 - \$4,999.99, which may be considered as a sensitive item, will also be tagged with a State of MN inventory sticker. Some items that may be considered sensitive are: cameras, laser printers, microscopes and high tech computer peripherals.

STATE-OWNED VEHICLE USE

The college has a fleet of vehicles available for work-related travel. All vehicles can be checked out using the on-line system located on Employee Central.

State owned vehicles are for official state business only. Authorized drivers must comply with M.S. 16B.55 and the departments of Finance and Administration policies and procedures regarding use of state vehicles. Drivers are required to observe all ordinances and laws pertaining to the operation of motor vehicles. Authorized drivers are state employees; contract employees if authorization to drive a state vehicle is specifically cited in their contract; students who have been granted permission by College administration; and drivers for certain disabled employees with the permission of that employee and the approval of his/her supervisor. All drivers must have in their possession a current and valid driver's license.

Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, other persons participating in state programs or functions, or individuals assisting disabled employees with prior approval as described in the paragraph above. Family members are not allowed in state vehicles. State-owned vehicles are Smoke-Free.

MOTOR VEHICLE RECORDS CHECK

The Department of Risk Management has implemented the requirement for employees and students driving state-owned vehicles to complete an annual motor vehicle records check. Employees and students are not allowed to drive college vehicles unless they are deemed eligible by the State of Minnesota Department of Administration. The motor vehicle records check on-line process can be accessed through the Employee Central web page.

Absences	19
Accessing Leave Balances (Faculty & Adm.).....	20
Accessing Pay Stub.....	17
Accommodations	7
Accreditation.....	6
Acronyms Appendixes	
Affirmative Action.....	7
AFSCME.....	13
Alcohol.....	10
Appeals	7
B	
Bargaining.....	12
Benefits (Employee)	25
Benefits (Optional).....	25
Bookstore	28
C	
Classifications	12
College Foundation.....	29
Commissioner’s Plan	13
Comp. Time	17
Computer Work Station	31
Closing (emergency).....	32
Confidentiality	10
Contact Persons	
Controlled Substances.....	10
Credit Union.....	27
Critical Incident Plan	32
D	
DATA Practices	14
DDIR.....	25
Dental Insurance	25
Deductions (Payroll).....	18
Direct Deposit	17
Disabilities	7
Discounts.....	28
Discrimination.....	9
Dress	31
Dues (Union).....	19
E	
E-mail.....	31
Emergency Closings	32
Employee Assistance (EAP)	27
Encumbering Funds	34
Equal Opportunity.....	7

Equipment	35
Escort Service	28
Ethics.....	10
Evaluations (Performance).....	14
Expense Reimbursement.....	19
F	
Facilities	29
Favors.....	10
Food Service	28
Foundation	29
Fraudulent & Dishonest	
Acts	10
G	
Gifts.....	10
Goals (Mission).....	6
H	
Harassment Statement.....	8
Health Care Savings Plan (HCSAP).....	27
Health Insurance	25
Health Promotion Program	27
HEB.....	13
History.....	5
Holidays	20
Hours of Work	17
Human Resources	11
I	
Incident Reports	30
Insurance	
(Health & Dental)	25
Insurance (Optional)	25
Internet Use.....	29
Introduction.....	5
IRAP	23
K	
Keys	30
L	
Leaves	20
Library.....	29
Life Insurance	26
Long Term Disability.....	25
Long Term Care.....	25
M	
MAPE	13
Mission Statement (College).....	6
Mission Statement (HR)	11

MMA.....	13
Motor Vehicle Records Check.....	35
MSCF.....	13
MSRS.....	22
N	
Nondiscrimination.....	6
O	
Optional Benefits	25
Overtime	17
P	
Parking	30
Pay Day.....	17
Payroll Deduction	18
Pay Stub (Accessing)	17
PERA	22
Performance Evaluations	14
Personnel Files.....	14
Position Description.....	14
Pre-Tax Benefits	26
Privacy Information	14
Professional Dev	22
Purchasing.....	34
R	
Reimbursement (Expense).....	19
Resignation Procedures.....	28
Retirement.....	22
Rights & Responsibilities	7
Role Definitions.....	Appendixes
S	
Safety	28
Sexual Harassment.....	8
Short Term Disability	25
Sick Leave.....	21
SRP	23
Employees Development	22
State Employee Inc (SEI).....	28
State Property (use of)	31
Supplies.....	34
T	
Tax Deferred Options	23
Telephone (use of)	31
Time Keeping.....	18
Tobacco.....	10
TRA.....	22
Tuition Waiver	23
U	

Union Dues	19
Unpaid Leave	21
V	
Vacation	20
Vehicle (use of).....	35
Violence	8
Violence Statement	8
Vision Statement (College).....	6
W	
W-2	18
W-4 Form.....	18
Weather	32
Weapons Policy	11
Welcome	5
Workers Comp.....	24