North Dakota State University Mission Statement:

With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation.

Human Resources/Payroll Contact Guide
SGC 102
www.ndsu.edu/hr/staff

Appointments are recommended in order to provide employees with the best possible service.

Cynthia Baumann – Office Assistant   (701) 231-8961
E-mail: Cynthia.Baumann@ndsu.edu
Receptionist, schedule appointments for Human Resources/Payroll staff, sell movie tickets, non-benefitted hire paperwork, coordinate Genuine Leadership program.

Sheila Boyda – Employment Records Technician   (701) 231-5657
E-mail: Sheila.Boyda@ndsu.edu
Process graduate assistant hires and changes, benefited hiring forms, leave slips, and benefited change forms.

Colette Erickson – Interim Associate Vice President for Finance and Administration
(701) 231-8788
E-mail: Colette.Erickson@ndsu.edu
Salary administration, policy interpretation, recruitment/selection process, Responsibility Review process, PeopleSoft HRMS security access, employee relations, supervisor coaching.

Shelley Rice – Records Specialist   (701) 231-6293
Email: Shelley.Rice@ndsu.edu
Manage HR/Payroll employee records, employment verifications, calculate taxable expenses, faculty/staff tuition waivers & employee/ spouse/dependent discounts, departmental billings and scanning personnel files.

Laura Garske-Hermanson – International Payroll Specialist   (701) 231-7328
E-mail: Laura.Garske-Hermanson@ndsu.edu
International employment eligibility and direct deposits.

Tara Hoyme - Payroll/Benefits Specialist   (701) 231-7543
E-mail: Tara.Hoyme@ndsu.edu
Balance and process benefits deductions.

Tricia Johnson – Associate Director of Payroll   (701) 231-8990
E-mail: Tricia.Johnson@ndsu.edu
Manage payroll process, W-2's, paycheck adjustments, off cycle checks, Self Service, payroll administration.

Shelly Lura - HR Employment Assistant   (701) 231-5677
E-mail: Shelly.Lura@ndsu.edu
Recruitment and retention support, PeopleAdmin technical support, onboarding process and seasonal status.

Paulette Schlecht – Employment Records Technician   (701) 231-5678
E-mail: Paulette.Schlecht@ndsu.edu
Process 8000/9000 job bands hiring and change forms, process graduate assistants paperwork and timeslips.

Kari Schmitz-Eilertson – Payroll Specialist   (701) 231-6251
E-mail: Kari.Schmitz.Eilertson@ndsu.edu
Kronos electronic timekeeping system, wage garnishments.

Jill Spacek – HR Administrator   (701) 231-8525
E-mail: Jill.Spacek@ndsu.edu
Recruitment process, grievance coordination, job family assignments, departmental billing.

Brittnee Steckler— Benefits Coordinator   (701) 231-8965
E-mail: Brittnee.Steckler@ndsu.edu
Benefits administration; coordinate Responsibility Review process and New Employee Orientation; shared leave, FMLA, military leave, ADA accommodations contact, job family assignments.

Liz Thompson – HRMS Technician   (701) 231-5922
E-mail: Elizabeth.Thompson.1@ndsu.edu
HRMS PeopleSoft contact, training, PeopleSoft HRMS security access, Org Charting, assist with salary administration.

Chris Gauthier – Benefits Assistant   (701) 231-5602
E-mail: Christine.Gauthier@ndsu.edu
Process benefitted hire paperwork, process unemployment claims, assist the Benefits Coordinator and enter late leave slips.

Benefits Information

Benefit Contact Information:

North Dakota Public Employees Retirement System (NDPERS)   (800) 803-7377
www.state.nd.us/ndpers
(Retirement/insurance

Blue Cross Blue Shield of North Dakota (BCBSND)   (800) 223-1704
www.bcbsnd.com

TIAA-CREF Retirement   (800) 842-2776
www.tiaa-cref.org/ndsu

Discovery Benefits (Flexible Spending Accounts)   (866) 451-3399
www.discoverybenefits.com
Policy 136: Flexible Spending Accounts Program

Deer Oaks EAP (Employee Assistance Program)   (866) 327-2400
www.deeroaks.com
Policy 134: Faculty/Staff Assistance

Cigna Dental   (800) 244-6224
www.nd.gov/ndpers/insurance-plans/dental-plan.html
www.mycigna.com

Total Dental Administrators (TDA)   (888) 422-1995
http://totaldentaladmin.com/files/file_download.php

Superior Vision   (800) 507-3800
http://www.superiorvision.com/member/index.aspx

NDSU Important Contacts/Resources

Safety Office (Workers Compensation, Jen Baker)   (701) 231-6740

University Police   (701) 231-8998

Office of Equity, Diversity & Global Outreach   (701) 231-5693

General Counsel   (701) 231-7708

Human Resources/Payroll Home Page:
www.ndsu.edu/hr

Human Resources/Payroll Forms:
www.ndsu.edu/hr/forms

Human Resources/Payroll News and Announcements:
www.ndsu.edu/hr

NDSU Forms:
www.ndsu.edu/forms

Open Records/Personnel Files:
       Policy 718—Public/Open Records

Employment:
       Online Employment System: https://jobs.ndsu.edu
       (Instructions included in addendums)
       Hiring Resources: http://www.ndsu.edu/hr/managers_toolbox/recruiting_resources/
       Includes information on interview questions/procedures
       Policy 100—Equal Opportunity Policy
       Policy 103—EEO/AA Policy on the Announcement of Position Opening
       Policy 104—Recruitment Period for Position Announcements
       Policy 107—Employment Qualifications
       Policy 112—Pre-Employment Criminal Record Disclosure
       http://www.ndsu.edu/fileadmin/vpfa/forms/HR-CriminalHist.pdf
       Policy 200—Recruitment for Professional Staff Positions
       Policy 201—Recruitment for Support Staff Positions
       Policy 202—Procedure for Filling Staff Positions
       Policy 240—Changing Positions
       Reference Checking Information: http://www.ndsu.edu/hr/managers_toolbox/recruiting_resources/reference_checking/
       Sample form: http://www.ndsu.edu/fileadmin/hr/docs/ReferenceChecking.doc
       North Dakota Truthful References Law:
       http://www.ndsu.edu/hr/managers_toolbox/recruiting_resources/reference_checking/#c151540
       Temporary/Seasonal Employment:
       Policy 101—Personnel Definitions
       Internship Program: http://www.ndsu.edu/hr/managers_toolbox/internship_programs/

Payroll:
       Policy 128 – Timeslip payroll and electronic timekeeping/temporary staff
       Child Labor: http://www.ndsu.edu/hr/managers_toolbox/flsa_for_managers/hiring_minors/
       Direct Deposit: All NDSU employees are required to enroll in Direct Deposit. Funds can be deposited into any bank account across the country. An ACH Direct Deposit Authorization Agreement must be completed to begin direct deposit.
       Employee Self Service: http://www.ndsu.edu/peoplesoft/self_service

---

IMPORTANT NOTE:
Per the Immigration Reform and Control Act of 1986, all employees (citizens and noncitizens) hired after November 6, 1986, and working in the United States must complete Form I-9. Form I-9 verifies employment eligibility of persons hired in the United States. Section 1 of the form must be completed by the employee no later than the time of hire, which is the actual first day of employment. Section 2 of the form must be completed by the employer by examining evidence of identity and employment authorization within three business days of the first day of employment. If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt within three business days of the first day of employment and must present the actual document within 90 days.

If new employees have not completed Form I-9 and submitted the required documents to the employer within the timeline specified above, the employee will be terminated from employment at North Dakota State University. HR/Payroll will contact the department for the number of hours the employee has worked and the employee will be paid for those hours only.

Education:

Tuition Waiver – Policy 133: Educational Policy (available on the NDSU forms page)
Tuition Discount – Policy 133.1: Tuition Discount – Spouse and Dependents (available on the NDSU forms page)

Leave:

Policy 130: Annual Leave
Policy 132: Developmental Leave
Policy 135: Family Medical Leave – Uncompensated
Policy 139: Leave with Pay
Policy 143: Sick/Dependent Leave
Policy 146: Military Leave http://www.ndsu.edu/hr/benefits/leave_information/military_leave/
Policy 147: Leave Sharing Program
Policy 149: Leave without Pay
Understanding Leave: http://www.ndsu.edu/hr/benefits/leave/leave_accrual

Work Environment:

Policy 100: Equal Opportunity Policy
Policy 144: Worker's Compensation
Required Baseline and Supervisor Safety Training (to be completed within 30 days of hire and annually thereafter)
http://www.ndsu.edu/police_safety/training/
Policy 151: Code of Conduct
Policy 153: Smoke-Free Facilities
Policy 155: Alcohol and Other Drugs—Unlawful Use by Students Faculty and Staff
Policy 156: Equal Opportunity Grievance Policy
Policy 162: Sexual Harassment Policy (to be completed within 30 days of hire and annually thereafter)
http://secure.newmedialearning.com/psh/ndstateu/
Policy 162.1: Consensual Relationships
Policy 163: Anti-Harassment Policy
Policy 163.1: Workplace Violence
Policy 166: University Health and Safety Policy
Policy 168: Reasonable Accommodation on Basis of Disability – Guidelines for Employee Requests (see addendum)
Policy 169: Employee Responsibility and Activities: Theft and Fraud
Policy 213: Rest Periods: Request to Omit Lunch Period (see addendum)
Policy 214: Work Week
Policy 710: Computer Facilities
Telecommuting Information: http://www.ndsu.edu/hr/managers_toolbox/telecommuting/

Performance Management:

Responsibility Review Form: http://www.ndsu.edu/fileadmin/vpfa/forms/HR-ResponsibilityReview-noRiskMgmt.pdf
 (Addendum)
Core Behaviors: http://www.ndsu.edu/hr/managers_toolbox/performance_management/core_behaviors/
Team Feedback: http://www.ndsu.edu/hr/mgrtoolbox/performance/feedback/
Policy 222: New Staff Probationary Period
Policy 221: Staff Responsibility Review
Policy 161: Fitness for Duty

Broadbanding:

www.ndsu.edu/broadbanding
Policy 241—Broadbanding
Band Descriptors
Functional Titles
Forms: Position Description (Addendum)
         Band/Job Family Appeal Instructions
         Band/Job Family Appeal Form

Compensation:

    Fair Labor Standards Act:

    http://www.ndsu.edu/hr/managers_toolbox/flsa_for_managers/

    Policy 212—Overtime

    Salary Changes

    Policy 129—Salary Administration

    Annual Salary Guidelines: http://www.ndsu.edu/hr/managers_toolbox/salary_information/

    Policy 230—Grievance Procedure for Conditions of Employment www.ndsu.edu/equal_opportunity/general/grievance.pdf

Separation from Employment:

    FAQ: http://www.ndsu.edu/hr/employee_toolbox/separation_information/

    Separation Checklist: http://www.ndsu.edu/fileadmin/hr/docs/EmployeeSeparationChecklist.pdf

    Probation:

    Policy 222—New Broadbanded Staff Probationary Period

    Probationary resignation—employee should give a one week notice.

    Probationary dismissal—Department must give a one week notice or one week pay in lieu of notice.

    Resignation:

    Policy 181—Resignation, employee should give minimum of a two-week notice.

        Attach employee's resignation letter to the Change Form 101

    Retirement:

    Policy 141—Retirement Services

    Reduction in force:

    Policy 223—Reduction in force (Templates in Addendum)

    Due to either a financial or organization restructure, follow the process in place, contact Human Resources to assist with this process one month prior to the reduction-in-force action.

    Policy 231—Appeal Procedure for Disciplinary and Reduction in Force Actions

    RIF Fact Sheet: http://www.ndsu.edu/hr/managers_toolbox/performance_management/reduction_in_force/

    Staff Dismissal:

    Policy 220—Staff Job Discipline/Dismissal (Template in Addendum)

    The University has the right to discipline or discharge an employee for cause. If there is a concern with the employee's conduct related to the employee's job duties, job performance, or working relationships detrimental to the efficiency of the institution, contact the Associate Vice President of Business and Finance.

    Policy 232—Pre-Action Review (Templates in Addendum)

    Policy 231—Appeal Procedure for Disciplinary and Reduction in Force Actions

    Letter of Expectations (Addendum)

    Performance Improvement Plan (Addendum)

    Deer Oaks Referral Process (Addendum)

    Pre-Action Review Process (Addendum)

NDUS PeopleSoft

"PeopleSoft is an integrated <u>software package</u> that provides a wide variety of business applications to assist in the day-to-day execution and operation of business processes. North Dakota State University has 3 modules: Student, Financials, and HRMS."
To obtain access for each module and additional information see: www.ndsu.edu/peoplesoft

Human Resource/Payroll Access Roles: Employees within each role can access information regarding employees/positions in their assigned department/college: **Human Resource/Payroll sign-on:** https://www.connectnd.us/psp/ndhp/??&

DEPARTMENT ADMINISTRATION:
Defining information about departmental positions, job information, including salary
Departmental employee leave balances
Review the department's position budget, account codes for salary and benefits expenditures
Review name and address information about departmental employees and emergency contact information
Reports:
Actuals Distribution Report: funding sources/accounts for salary/fringe expenses
Leave Accrual: leave earned, taken and balances for department employees
Payroll Register (Proof): review payroll prior to the final calculation
Position Funding Summary: By position, account & earnings codes, budget amount, total FTE

DEPARTMENT LOOKUP:
Find each employee's identification number (EmplID)
View job information, including position number(s), supervisor, location, job family, FTE

TIME ENTRY:
Enter leave data, hours worked for timeslip employees and other earnings, such as overtime hours for salaried non-exempt staff

FACULTY EVENTS: Academic Affairs Department Heads &/or Administrative support staff only
View tenure data

Training manual: http://www.ndsu.edu/peoplesoft/hrms_guide

Online Employment System
http://jobs.ndsu.edu/hr

The Online Employment System is designed to benefit you by facilitating faster processing of employment information, providing up-to-date access to information regarding all of your Openings, and automating many of the paper-driven aspects of the recruitment and application processes. The system saves time and money by allowing you to create and submit a request to recruit online for review, approval and posting using an electronic workflow, monitor the progress of the opening, review applicant materials online, track reasons for non-selection, and eliminates the need to copy paper application materials. The system provides automated notification to applicants both online and via email regarding their application materials which reduces the time and costs associated with mailing paper notification letters, and data entry since applicants are able to apply online using a customized employment application or profile.

The offices of Human Resources, Equity & Diversity, and Provost have developed training materials, all of which are available through the Online Employment System at: https://jobs.ndsu.edu/hr.

To request access or for additional assistance and questions may be directed to the appropriate recruiter/office or via email to: NDSU.jobs@ndsu.edu

Addendums

PROCEDURE FOR FILLING BROADBANDED POSITIONS

1. Procedures for filling staff positions are distinguished by whether the position is a **professional** position (1000 or 3000 job bands; see number 2 below) or a **technical/paraprofessional, office support, crafts/trades, services** position (4000, 5000, 6000, or 7000 job bands, respectively; see number 3 below). All benefited positions, however, for which a regular monthly salary is paid (including fringe benefits), must be filled according to the relevant following procedures. These positions include part-time and temporary positions unless paid by timeslip. General policies for recruitment are Policy 200 Recruitment for Professional Staff Positions and Policy 201 Recruitment for Broadbanded Staff Positions.

2. Prior to opening a position, the department head or designee should meet with a representative from the Office of Human Resources/Payroll to discuss the job description, qualifications, salary, policies, and the weighting of qualifications.

   Employees are hired relative to the market level for the job family. Consideration may be given to substantial, directly related experience and internal equity, which may include factors such as job performance and level of responsibility.

3. **Procedures for Filling a Professional Position.** (1000 and all 3000 job families)

   Complete *Create a Posting* in the Online Employment System and forward through the Approval Process up to Office of Human Resources/Payroll (Recruiting Office). Indicate search committee members, where to advertise, and attach the updated position description.

   After position opening is posted on the website, distribute recruitment information as indicated and retain documentation for the transaction file. **Please note:** only advertisements in regional newspapers, HigherEdJobs.com, Job Service North Dakota and notices to the NDSU Career Center Office, other agencies for affirmative action purposes, and placement on the Campus Wide Information System are handled by the Office of Human Resources/Payroll.

   Applicant materials are submitted online and acknowledged by the Online Employment System. Following the screening date, all applicant materials are released to the employing department on the Online Employment System. The search committee (which includes a representative from the Office of Human Resources/Payroll as an ex officio member) evaluates and scores each applicant using the approved Screening Action Form.

   The search committee, in consultation with the department/unit head, determines the cut off point for interviews, and interviews all applicants with scores above the cut off. The Applicant Reviewer changes the status for those applicants that they want to interview on the Online Employment System to *Request for an Interview*. The department submits the screening sheet to the HR Recruiter who reviews the search, follows-up with any questions, and changes the Online Employment System to *Interview Approved*, if appropriate. The search chair will be notified via email once the approval has occurred. For those applicants that do not meet the advertised minimum qualifications or who are ranked lower in the applicant pool, the HR

Complete *Create a Posting* in the Online Employment System and forward through the Approval Process up to the Recruiting Office. Indicate where to advertise and attach the updated position description.

The Office of Human Resources/Payroll will review the Create the Posting online including the position description for completeness and will post/advertise according to appropriate recruiting procedures and any special instructions from the department.

After the screening date, the Office of Human Resources/Payroll representative will screen and rank the applications and will release the employing official/department the applicant materials of applicants who best meet the criteria for selection (minimum and preferred qualifications).

Employing official/department will review received applicant materials and change the status for those applicants *to Request for an Interview* on the Online Employment System. HR representative will review and follow-up if there are any questions and then *Approve the Interview*, if appropriate. Interviews should be scheduled by the hiring department for all of the referred candidates unless the HR representative approves.

Reference checks are conducted, preferably from at least the past two employers. (This step can also be done later as part of the final selection process.)

Following interviews, complete the Interview Reports for each referred candidate. Include reasons for selection or non-selection for each based on the position description and qualifications and rank order the interviewed candidates. In some situations, a Recruitment/Employment Checklist may need to be completed. Submit the materials to the Office of Human Resources/Payroll: Interview Questions, Reference Questions and who were contacted.

The Office of Human Resources/Payroll will review materials for completeness including reasons for selection and non-selection and will notify the employing official if additional information is needed.

The Recruiter will contact the department with approval to do a Pre-Offer with the top candidate. If the top candidate is still interested in the position, the department will provide the candidate with a Criminal Background Check form and have the candidate submit it to the Office of HR/Payroll. (May also negotiate annual leave accrual rate.)

Complete the Request to Offer for the applicant selected and submit on the Online Employment System to the Office of Human Resources/Payroll. When the Criminal Background Check is completed and the Request to Offer is approved the department will be notified.

Contact selected applicant and offer position. If the first choice does not accept, contact the Office of Human Resources/Payroll and explore the possibility of an offer to the second ranking applicant.

When an applicant has accepted the position, contact the recruiter to complete the *online hiring form*. Include information regarding hire date, official salary and contract dates (if appropriate).

For internal benefited candidates, submit a Form 101.

The hiring department shall notify all other interviewed applicants that the position has been filled. The Office of Human Resources/Payroll will notify applicants who were not interviewed.

The Office of Human Resources/Payroll will complete and close the Online Employment System or electronic transaction file on the position and store it for three years.

POSITION DESCRIPTION INSTRUCTIONS
North Dakota University System

This Position Description should be completed cooperatively by the employee and supervisor unless the position is new or vacant, in which case it should be completed by the supervisor. Call **Colette Erickson, Associate Director of Human Resources, at 231-8788** with questions. This form is available in Adobe Acrobat, Microsoft Word and Microsoft Excel.

It is important that the information is accurate since the Position Description is used for the following purposes:
      a) job description;
      b) job family/band assignment;
      c) source document for recruitment;
      d) source document for responsibility reviews and employee development;
      e) source document for workers compensation or disability accommodation issues.

When the following information is completed, submit to Colette Erickson in Human Resources, #205 Old Main, to initiate the job family/band assignment process.

____ Completed detailed position description which accurately reflects the duties/responsibilities of the position.
____ Cover memo/statement indicating:
      the applicable reason:
      ____ New responsibilities have been added to the existing unit's mission/purpose and
          assigned to this position;
      ____ Significant amount of new responsibilities have been reassigned/changed to this position
          with no substantial change in the unit's mission/purpose;
      ____ Position is in a job family/band which has been revised by the NDUS Human
          Resource Council;
____ Contact person for the process;
____ Department (up to President) Organizational Chart representing reporting relationship used for Responsibility
      Reviews including each employee's:
       ____ Name
       ____ Job Title
       ____ Position Number
       ____ Job Family Name/#
____ As part of NDSU's eligibility for the ND Workers Compensation Risk Management Program, please include
      one of the following applicable responsibilities:
      ____ **For all employees, add the following:**
          Duty/Responsibility No.____: Work safely.
          Tasks: Follow safety rules, help identify unsafe working conditions, stop co-workers who are
working in an unsafe manner.
      ____ **For supervisor, add the following:**
          Duty/Responsibility No.____: Supervise safe operation of unit.
          Tasks: Conduct safety inspections, eliminate hazards, train employees about safe work habits,
and enforce safety rules.
      ____ **For heads of sub-agencies, VPs, and the President, add the following:**
          Duty/Responsibility No.____: Provide resources for safe operation of unit.
          Tasks: Provide financial and human resources to help eliminate identified safety hazards.

____ **For new positions**, complete the following in order for Payroll to assign a **position number:**

Account Codes:

Fund	Department	Project	Program	Account

POSITIONS DESCRIPTION INSTRUCTIONS
North Dakota University System

PART A - Identification, Duties/Responsibilities, and Task Inventory

1. **Name of Employee:** 1a. **Position #:**	2. **Empl ID #:**
3. **Job Family Name:** 3a. **Job Family #:**	4. **Functional Title:**

5. Please check all that apply:

	Full Time		**Part Time (FTE%)**
	9 month position		**10 month position**
	11 month position		**12 month position**
	Other month _____		

HR Use only

	Exempt *(If exempt, documentation required)*		*Non-Exempt*

University Mission: With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation.

6. **Institution:**	7. **Division:**
8. **Department:**	9. **Unit:**
10. **Work Mailing Address:**	11. **Work Phone #:**

12. Name & Title of Supervisor:

13. What is the function of your department?

14. What is the purpose of your position? (Why does the position exist, how does the position function within the work unit?)

Position: Administrative Secretarial

Duty/Responsibility No:			1	**Statement of duty/responsibility:**
Percent of Time:			40	Perform departmental receptionist responsibilities.
For ADA compliance, see instructions. **Responsibility is: (Please check one)**				
x	**Essential**		**Secondary**	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)
- Answer department telephone, relay information or transfer calls to appropriate individuals.
- Greet visitors, answer questions and/or direct them to appropriate individual(s).
- Handle daily mail and correspondence for department.

Duty/Responsibility No:			2	**Statement of duty/responsibility:**
Percent of Time:			45	Perform departmental administrative activities.
For ADA compliance, see instructions. **Responsibility is: (Please check one)**				
x	**Essential**		**Secondary**	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)
- Compose routine correspondence for department chair.
- Key instructional materials (tests, syllabi, handouts, class schedules) for department faculty.
- Make travel arrangements for all departmental faculty.

Duty/Responsibility No:			3	**Statement of duty/responsibility:**
Percent of Time:			13	Assist with department seminars.
For ADA compliance, see instructions. **Responsibility is: (Please check one)**				
	Essential	x	**Secondary**	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)
- Work at registration table.
- Assist in scheduling equipment, rooms and refreshments.
- Handle participant's correspondence and registration materials as needed.

Duty/Responsibility No:			4	**Statement of duty/responsibility:**
Percent of Time:			2	Work safely.
For ADA compliance, see instructions. **Responsibility is: (Please check one)**				
x	**Essential**		**Secondary**	

Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)
- Follow safety rules.
- Help identify unsafe working conditions.
- Stop co-workers who are working in an unsafe manner.

Part A - 15. Duties/Responsibilities

Provide a general statement of each major duty or responsibility.
< List the task(s) involved in accomplishing each major duty/responsibility.
< Indicate the percent of time that is spent on each major duty or responsibility. Estimate percentages over the course of the year.
  (The incumbent could keep a record of the time spent performing each duty of a course of time.)
< Begin each statement with a verb that exemplifies the action taken in performing the assignment.
< **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:
   -Is the duty/responsibility the reason the job exists?
   -Is this a highly specialized task or one that requires special education, training licensure?
  If the answer is yes, the duty is essential.
   -What is the percentage of time spent on the function?
  If the answer indicates a great % of time, the duty is probably essential.
   -What are the consequences to others or to the institution of the failure to perform the function?
  If the answer indicates a high level of accountability, the duty is essential.
NOTE: See examples and additional instructions attached.

Duty/Responsibility No:		**Statement of duty/responsibility:**
Percent of Time:		
For ADA compliance, see instructions. **Responsibility is: (Please check one)**		
	Essential		**Secondary**	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)		

Duty/Responsibility No:		**Statement of duty/responsibility:**
Percent of Time:		
For ADA compliance, see instructions. **Responsibility is: (Please check one)**		
	Essential		**Secondary**	
Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)		

PART B
Working Environment

1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):

REQUIRED EDUCATION/TRAINING (choose one)			DEGREE INFORMATION: Type of degree: (B.S., M.A., etc..)
	less than high school diploma		
	High school diploma or GED.		**Major field of study or degree emphasis: (accounting, economics, etc...)**
	1 year college	**2 years college**	
	3 years college	**4 years college**	
	1st year graduate level		**Specialized subject knowledge:(cost accounting, MACRO economics, etc...)**
	2nd year graduate level		

Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience:

2. LICENSE/ CERTIFICATION	**Identify licenses/certification required:**
3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED	**Requires use/operation of (could include computer software/hardware, tractors, lab equipment, organizational/prioritization ability, interpersonal/oral/written communication skills, customer oriented/service, detail oriented, etc.):**

4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS		
Position #	Title of Person Supervised	FTE %
	TOTAL	

5. INDIRECT SUPERVISION	
Total number of positions indirectly supervised:	
Total number of students or other non-banded staff employees indirectly supervised:	

6. HAZARDOUS WORKING CONDITIONS	
	Unusual or hazardous working conditions related to performance of duties:
	Precautionary measures taken to avoid those unusual or hazardous working conditions:
	Frequency of occurrence of unusual or hazardous working conditions:

7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required, with or without accommodations, to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand				
Walk				
Sit				
Use hands dexterously (use fingers to handle, feel)				
Reach with hands and arms				
Climb or balance				
Stoop/kneel/crouch or crawl				
See				
Talk or hear				
Taste or smell				
Lift & carry: up to 10 pounds				
up to 25 pounds				
up to 50 pounds				
up to 75 pounds				
up to 100 pounds				
more than 100 pounds				

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

_____ _____
Employee's Signature   **Date**

_____ _____
Supervisor's Signature   **Date**

Please Attach An Organizational Chart

<div align="center">**TEMPLATE**</div>

<div align="center">**Request for Additional Leave Accrual for Staff Candidate**</div>

DATE:

TO: President, Dr. Dean Bresciani

FROM:

RE: **Request for Additional Leave Accrual for Staff Candidate**

Department: _____

Position Title: _____

Candidates Background (Education/Experience and how it relates to this position):

Request starting accrual of : (normal starting accrual is 12 days /year)

Please check one of the following:

_____ 15 days per year

_____ 18 days per year

_____ 21 days per year

_____ 24 days per year

Contact for questions:
Name: _____
Phone: _____
E-mail: _____

Approval:
Department Head Signature:_____
Vice President Signature: _____
President Signature: _____

New Staff Employee Onboarding Checklist

"I am Welcomed, Therefore I Belong!"

NDSU

Directions: This checklist is designed to assist with the new staff employee's onboarding process. Onboarding is a long-term process that begins before an employee's start date and continues for at least six months (through probationary period). It helps the new hire feel welcome and prepared in their new position. This checklist is organized chronologically and assists with the preparation of the arrival of the new employee. The department may add additional activities that are relevant to the new employee's position.

Staff Member's Name (please print) _____

Job Title: _____

Hire Date

Supervisor	Office Admin	N/A	Quick List	Details
**Pre-Arrival – Without Employee ID#**			
			Call to Welcome New Hire	Call to officially welcome the new employee to NDSU after confirmation of acceptance. • Provide information to a contact person in the event the new employee has a question or issue (Onboarding Peer is recommended) • Let the new employee know where to park and report to on the first day, dress code, work day hours
			Send Announcement to Department	Send an announcement (i.e. email) to the department announcing the new hire and the start date.
			Request Phone Service	Contact your department's Phone Counselor

			Computer Ordering & Set-up Information (for new or existing machines)	• Check preferred computer hardware configurations at:
				• www.ndsu.edu/its/hardware-standards
				• Purchase selected computer from the Bookstore:
				  www.ndsubookstore.com (Electronics) or call 231-7761 for assistance
				• Contact your department's Software Contact to have PC imaged or re-imaged
				  www.ndsu.edu/its/software-contacts

			Order Name or Door Plate	Departmental decision

			NDSU Name Badges	For guidelines, questions, or if you need information regarding appropriate format, or recommended vendor:
				Contact: Char Goodyear
				    VP University Relations, www.ndsu.edu/vpur
				    701.231.1068 Char.Goodyear@ndsu.edu

			Authorize Parking	Notify parking office that new employee is authorized to park in designated lot. Contact: Parking Office, 231-5771 http://www.ndsu.edu/parking/contact/
			Work Space	Organize work space and order supplies
			Update Website Info	Department responsibility
			Arrange Welcome Lunch	Department responsibility
			Schedule Benefit Session	A benefit session will be scheduled by the recruiter. If you have questions regarding the benefit session, please contact the appropriate recruiter.
			Prepare List of Contacts	Prepare a list of contact information (names of staff, job titles, job duties, contact information) and other contacts across campus. Frontliner's Contact List: http://www.ndsu.edu/fileadmin/hr/docs/ndsucontacts.pdf

			Prepare Welcome Packet	Have information available to go through and discuss with the new employee on their first day (Meeting with New Employee). Some suggestions: • Campus Map • University and Department Organizational Charts • Campus Contact Lists • Leave Slip/Time Sheet • Floor plans of Memorial Union (Conference Rooms) • Holidays and Break Times • Injury Report
			Schedule New Employee Orientation Session	This is the day-long quarterly orientation with Human Resources and NDSU President. You may contact Human Resources/Payroll to schedule your new employee for an upcoming session. Contact: Human Resources/Payroll 701.231.8961 ndsu.hr@ndsu.edu
			Reimburse Moving Expenses (if applicable)	Check with your Vice President to see if applicable Please refer to Policy 171 at www.ndsu.edu/policy

Pre-Arrival – after you receive the Employee ID#

Access and Authorizations: (IT Services, Building Access, Miscellaneous)

			Automated IT Services (enroll)	**Once you have the *employee's electronic ID #*,** provide it to the employee. If they have a computer at home, direct them to www.ndsu.edu/enroll to activate IT services. Within 24-48 hours of "enrolling" the employee will automatically receive access to: • E-mail address • Wireless access • Desktop Auth (cluster and Novell login) • Blackboard • Library services • Gartner Research Group www.ndsu.edu/vpit/gartner If this doesn't work, contact the Help Desk ndsu.helpdesk@ndsu.edu or 231-8685.
			Departmental IT Services	Services that are specific to the department need to be requested from the Help Desk by the employee's supervisor. Send request to ndsu.helpdesk@ndsu.edu Such service requests include, but are not limited to: • Department shared drives (S: drive) • Content Management System (Typo3 – Website creation/editing) • ImageNow • File (U: drive or personal drive) • Calendaring (Oracle or GroupWise)
			Request Building Access – Keys or Card Access	Contact your department's Key Control Person http://www.ndsu.edu/facilities/access/ link to the appropriate PDF form(s)
			Authorize FAMIS Discoverer Reports Access and Information about FAMIS	If applicable, authorize access to the FAMIS Discoverer Reports (billing reports) http://www.ndsu.edu/facilities/famis/ link to the appropriate PDF form
			Order Business Cards	Order online at: http://www.ndsu.edu/printandcopy/job_submission (must have employee ID and email address prior to ordering business cards)

Miscellaneous Services: (add departmental specific items)

			Dept LISTSERV	Make sure employee is added to the appropriate department LISTSERV(S).

First Day

			Greet New Employee	Show the new employee their workspace
			Introductions	Introduce the new employee to co-workers, other employees in the building and others (have a welcome coffee break or lunch with all employees)
			Department Tour	Provide a tour of the department including critical areas such as time clock, mailboxes, break area, restrooms, office supplies, copiers, fax machines, printers, etc.

		Self-Service	Allows employees to: view pay advice, benefits, personal information, leave accrual, etc. • Employee receives email from the PeopleSoft Help Desk with instructions on how to claim the user ID and password (occurs after they have been hired into HRMS) • Contact PeopleSoft Help Desk for login issues (866-457-6387) • Self-Service guide http://connectnd.ndus.edu/fileadmin/connectnd.ndus.edu/PDF/Self_Service_Manual_-_Employee_090311.pdf	

Within the First Week

		Have employee sign Position Description and submit to Human Resources/Payroll	Review Position Description/Duties/Responsibilities and then have employee sign the Position Description and submit it to Human Resources/Payroll (Related policies: http://www.ndsu.edu/policy Policy 101 Personnel Definitions, 101.1 Employee Group Definitions; Broadbanding Policy 241 www.ndsu.edu/broadbanding)
		Have employee sign the Responsibility Review form and submit to Human Resources/Payroll	Meet with Employee to discuss Performance Expectations • Explain 6 month probationary period and extension option for cause (Related policy: http://www.ndsu.edu/policy Policy 222) • Review mission of the university and department and how this position fits into those missions • Review departmental operations • Review Responsibility Review form, set goals and action steps • Discuss training process
		Notifind, emergency procedures	Explain the emergency broadcast system, how it works, and what to do. Discuss other emergency preparedness procedures for your department.
		Purchasing Card (if applicable)	These are not applicable to all positions. • Purchasing Policy, Agreement and User Manual http://www.ndsu.edu/purchasing/procurement_card/

Training, Safety, Policy Review:

		Mandatory Safety Training, and other Safety/General Health	Have employee complete safety training online or attend a session www.ndsu.edu/police_safety/safety/Presentations.htm. Also on this page you can link to *Training Requirement List (PDF)* for safety training applicable for specific job requirements. For more information on safety, security and general public health: http://www.ndsu.edu/police_safety/training/ Related policies (http://www.ndsu.edu/policy): Policy 144, 153, 155, 164
		Mandatory Harassment Training	Have employee complete harassment training online (must be completed within 30 days of employment) https://secure.newmedialearning.com/psh/ndstateu Related policies (http://www.ndsu.edu/policy): Policy 162, 163, 163.1
		Mandatory Fraud Awareness Training	Have employee complete the Fraud Awareness Training http://www.ndsu.edu/auditadvisory/training/ • View NDSU Training Presentation: Fraud Awareness and Responsibilities **OR** • View Deloitte Video: A Discussion About University Fraud **AND** • Complete and submit the Code of Conduct and Fraud Training Certification
		Review NDSU Policies	Policy Manual: www.ndsu.edu/policy • Reference key issues with FERPA, HIPPA, Acceptable Use & Confidentiality General policies (http://www.ndsu.edu/policy): Policy 151–Conflict of Interest; 158 – Acceptable Use of Electronic Communications Devices; 161 -Fitness for Duty; 169 – Employee Misuse of Property Reports; 181 –Resignation; 240–Changing positions; 406– Surplus Property; 700 –Service & Facilities Usage; 710–Computer & Electronic Communications Facilities

			Campus Tour	Provide a tour and map of the campus. Some suggestions to include in the tour: - Dining services - Departments the new employee will work with closely - Wellness Center - Memorial Union (Conference Rooms) - Library - Facilities Management (parking, motor pool)
			Obtain Parking Permit	Assist employee with obtaining their parking permit http://www.ndsu.edu/parking/
			Bison Card (Employee ID)	Assist employee with obtaining their ID card. Bison Card Center – Memorial Union www.ndsu.edu/bisonconnection/bisoncard
			Meeting with Employee	Meet with the employee to discuss university and department protocol/information: - Information in Welcome Packet - Dress code - How to fill out time sheets, use KRONOS or other - Department hours and employee's work hours, lunch/break times (Refer to Policy Manual http://www.ndsu.edu/policy-Policy 137 Holidays; 213 Rest Periods; 214 Work Week) - Payroll schedule, overtime policy (if applicable), etc. (Policy 129 Salary Administration Policy, 212 Overtime) - Annual/sick leave policies and processes for requesting time off or reporting absences (Policies to reference: 130, 135, 139, 143, 146, 147, 149) - Customer service philosophy, response time and phone etiquette, culture, dept. mission - Department communication process, staff meetings, emails, etc. - Training (phone use, copy machine codes, programs, professional development) - Tuition waivers/discounts (Policy 133, 133.1)
Access and Authorization to Systems:				
			PeopleSoft Data Privacy Training	Only required if user is going to have access to one of the PeopleSoft modules http://apps.ndus.edu/dptraining

			PeopleSoft Access – Finance	Prerequisite: PeopleSoft Data Privacy Training
				Complete required form(s) for appropriate access at www.ndsu.edu/accounting choose PeopleSoft Security Access Forms
				For assistance: Michele Kuppich
				        Accounting, Financial Systems Trainer
				        701.231.7823 Michele.Kuppich@ndsu.edu

			PeopleSoft Access – HRMS	Prerequisite: PeopleSoft Data Privacy Training Supervisor sends email to ndsu.hr@ndsu.edu which includes: - Roles the new user will need - Departments they need to access - Name (First, Middle Initial, Last) - Employee ID - Phone Number - Email Address

			PeopleSoft Access – Student	Prerequisite: PeopleSoft Data Privacy Training
				Contact: Kristi Wold-McCormick
				        Registration and Records
				        701.231.7989 K.Wold-McCormick@ndsu.edu

			Request Online Employment System (PeopleAdmin) Access	The Online Employment System (PeopleAdmin) is the online hiring system: https://jobs.ndsu.edu/hr If applicable, the supervisor must send an email to request access to: ndsu.jobs@ndsu.edu

On a Regular Basis			
		Be Available for Questions	Meet regularly to answer questions
		Job-Related Behaviors	Document and address specific job-related behaviors, both positive and negative. Immediately provide feedback on areas for improvement as problems occur. Openly praise positive behavior and good performance.
		Job-Related Issues	Related policies (http://www.ndsu.edu/policy): Policy 220, 232 – Job Discipline/Dismissal; Policy 156, 157, 230, 231 – Grievance & Appeal
Six Months			
		Responsibility Review	Conduct 6-month probationary Responsibility Review. Related policies (http://www.ndsu.edu/policy): Policy 221 and 222
Miscellaneous (add departmental specific items)			

A copy of this form should be provided to the staff member for their reference.

NDSU RESPONSIBILITY REVIEW GUIDELINES

The Responsibility Review form is for the <u>purpose of examining the primary duties and responsibilities of each posit</u> and identifying progress in accomplishing those duties. The review should be completed cooperatively between employee and supervisor in a private setting that allows enough time for thorough discussion. A current position description is needed before the review can take place.

The review starts with the organization's mission statement. There is value in having every employee read this and understand what the institution as a whole is charged to do. As a next step, include your department's mission statement. If you don't have one, consider writing one with your whole department's input. This <u>identifies the department's role in contributing to the institutional mission</u>.

The examination of the employee's duties and responsibilities <u>highlights how s/he fits into the larger picture presented in the mission statements</u>. You will note that there is only room to examine up to four duties and responsibilities from an employee's job description. A review of the employee's safety performance is included to comply with NDSU's eligibility for the North Dakota Workers Compensation Risk Management Program. You may copy this form if you wish to examine more duties for an individual, but you are encouraged to think about rewriting the job description. Many job descriptions are written expansively and in minute detail. Some are written by project, with repetition of tasks within each project. If an employee can concentrate on a smaller number of goals, and truly accomplish them each year, the University will be making solid progress. You may obtain the form by going to the following website: **www.ndsu.edu/hr/forms.shtml**.

The examination of the duties and responsibilities takes into account:

- X   Progress on previous goals.
- X   Feedback from a variety of sources (including, but not limited to, people from whom the work flows, other people involved in the work, people who are the recipients of the work, observations of the supervisor and statistical data), from whatever sources the supervisor (with input from the employee) feels best answer the question "How do we know if this is being done well?"
- X   Details of that feedback (may be positive, neutral, negative, anecdotal, statistical).
- X   Identify a goal (in today's changing environment, there is always something that needs attention). The feedback taken into account should make this a natural next step. If not, go back and re-evaluate your feedback sources.
- X   Identify resources needed to meet the goal. This could take the shape of time, money, equipment, space, training, cooperation, etc.

It is appropriate to consider not only the results of the duties as they are performed, but the <u>behaviors used as they are performed</u>. In executing daily responsibilities, does the employee perform in a legal and ethical manner? Does s/he adhere to institutional policies? Does the employee work well with others as a team member, enabling others to get work accomplished? <u>Positive working relationships are essential to the performance of virtually every position and should be considered in reviewing every duty</u>.

Space is given at the end for general comments by both the employee and the supervisor. Signature lines are provided for the employee and the person your department head has designated as authorized. **If addendums are attached to the review, the employee and the supervisor must sign those as well.**

Return the original of the signed Responsibility Review to the Office of Human Resources.

EXAMPLES:

*For a receptionist working in an office***:**

Duty and Responsibility #1: Answer phone and receive walk-in visitors.

Review of previous goal: (Ensure that staffing prevents phone from going unanswered or ringing many times before answering.) Have hired work-study help on a schedule, which allows for coverage at all times.

Current feedback sources: Co-workers in office; supervisor; regular visitors/callers to office; average number of visitors/callers per day.

Current feedback details: Phone answered by second ring, cordial voice, messages taken, 42 calls/24 visitors per day (3.1% increase in traffic over last year). Reports of calls being transferred to wrong person, resulting in multiple transfers.

Identified Goal: Transfer a call only once to appropriate person.

Resource needed: Training course on telephone screening skills. Time and information to develop list of who performs services for which calls are often received.

For a research specialist working in a laboratory:

Duty and Responsibility #1: Design, perform and document experiments.

Review of previous goal: (Improve timeliness of report writing.)   Revised schedule to build in time
for write-ups. Materials during the last year in on time, but not all are legible.

Current feedback sources: Project co-workers; principle investigator; scheduled documentation of data collected; laboratory materials usage.

Current feedback details: Project drawing to completion. Has worked cooperatively with co-workers.
Laboratory materials used within planned amounts.

Identified Goal: Need legible documentation as noted above. Not knowledgeable in plant growth models to be used in next project.

Resource needed: Computer for lab. Developmental leave for education in plant growth models.

NDSU

RESPONSIBILITY
REVIEW

Employee:

Title:

Position Number:

Department:

NDSU Mission: With energy and momentum, North Dakota State University addresses the needs and aspirations of people in a changing world by building on our land-grant foundation.

Department Mission:

From the position description, identify the major duties and responsibilities of the position to be reviewed:

Duty and Responsibility #1:

Review of previous goal:

Current Feedback Source(s):

Current Feedback Details:

Identified Goal(s):

Resources Needed:

Duty and Responsibility #2:

Review of Previous Goal:

Current Feedback Source(s):

Current Feedback Details:

Identified Goal(s):

Resources Needed:

Duty and Responsibility #3:

Review of Previous Goal:

Current Feedback Source(s):

Current Feedback Details:

Identified Goal(s):

Resources Needed:

Duty and Responsibility #4: Please choose one of the following 3 options:

For all employees, add the following:

Work safely. Follow safety rules, help identify unsafe working conditions, stop co-workers who are working in an unsafe manner.

For supervisor, add the following:

Supervise safe operation of unit. Conduct safety inspections, eliminate hazards, train employees about safe work habits, enforce safety rules.

For VPs and the State Forester, add the following:

Provide resources for safe operation of unit. Provide financial and human resources to help eliminate identified safety hazards.

Current Feedback Source(s):

Current Feedback Details:

Identified Goal:

Resources Needed:

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

My signature below signifies that I have read this review to be placed in my official personnel file and does not necessarily signify agreement. I understand that I have the right to respond in writing to any material in this review and that my response will be attached to this record.

_____ _____   _____ _____
Employee signature   **Date**   **Authorized signature**   **Date**

Americans with Disabilities Act (ADA)

Request for reasonable accommodation:
An employee whose disability requires reasonable accommodation in order to perform his/her job may request reasonable accommodation from the supervisor at any time during his/her employment. Such requests may initially be made orally, and the supervisor will address the request in a timely fashion.

Process for addressing requests for accommodation:
As soon as possible after the employee's notification of the need for accommodation to the supervisor, the employee and supervisor should engage in a discussion to clarify what the employee needs and identify appropriate reasonable accommodation.

The University will attempt to provide the accommodation in the form requested by the employee but may provide an alternative so long as it is effective in removing the workplace barrier(s) that impedes the employee with the disability. The employee may refuse an alternative reasonable accommodation but such refusal may mean the individual no longer is qualified for the job.

Documentation of disability and need for accommodation:
Within one week of the verbal notification, an employee will be expected to confirm the request in writing to the supervisor - form available at: http://www.ndsu.edu/equal_opportunity/forms/reasonableaccommodation.pdf

Unless both the disability and the need for accommodation are obvious, the employee will be asked to provide relevant, written documentation of a disability. Documentation should be from an appropriately certified or licensed health care or rehabilitation professional and must specify the existence of a Section 504/ADA disability and explain the need for reasonable accommodation.

Documentation provided by an employee should include the following:
- A statement identifying the disability, the date of the current diagnostic evaluation and the date of the original diagnosis, including diagnostic criteria and/or tests used.
- A description of the current functional impact of the disability.
- Treatments, medications, assistive devices/services currently prescribed or in use.
- A description of the expected progression or stability of the impact of the disability over time.
- The relevant credentials of the diagnosing professional(s) such as medical specialties or professional licensure. This documentation should be provided on the form available at:http://www.ndsu.nodak.edu/equal_opportunity/forms/disdoc.pdf

Any written documentation provided by an employee requesting accommodation should be submitted to the Office of Human Resources/Payroll where it will be maintained in a confidential file separate from the employee's official personnel file. Occasionally, the documentation provided by the employee may not be sufficient to make a determination of the appropriate reasonable accommodation. In such a circumstance, the University may require the employee to go to a health care professional of the University's choice in order to adequately document the need for accommodation and identify appropriate accommodations. Any medical examination required under these circumstances will be limited to determining the existence of a disability and the functional limitations that require reasonable accommodation. Any costs related to the University's request for the additional medical documentation described in 3.3.3. above will be the responsibility of the University.

* An applicant or an employee with a disability, as defined by law, who is dissatisfied with the response to his/her request for reasonable accommodation and wishes to take formal action may file a grievance using NDSU Policy 156 - Equal Opportunity Grievance Procedures.

Family Medical Leave Act (FMLA)

Process:
The employee must contact the Benefits Coordinator in the Office of Human Resources/Payroll to request the appropriate paperwork.

Eligibility:
Employees are eligible if they have worked for NDSU for 12 months (need not be consecutive) and have worked at least one thousand two hundred fifty hours for the employer in the 12 months preceding the leave.

Reasons for Taking Leave:
Unpaid leave must be granted for any of the following reasons:
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.
- Any qualifying exigency arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call to active duty status
- To care for a service member who is recovering from a serious illness or injury sustained in the line of duty on active duty that is a spouse, son, daughter, parent or next of kin (This entitles the employee to up to 26 weeks of leave in a single 12 month period)

Length of Leave:
Up to 12 weeks for authorized reasons (26 weeks in a single 12 month period for the care of a covered service member)

Advanced Notice and Medical Certification:
The employee may be required to provide advance leave notice and certification. Taking of leave may be denied if requirements are not met.
- The employee must provide reasonable and practicable advance notice.
- An employer may require certification to support a request for leave because of a serious health condition.

Job Benefits and Protection:
- For the duration of leave, NDSU will continue to pay for health insurance benefits. However, if the employee does not return from the leave, NDSU may (when legally allowed) seek to recover the cost of the health insurance benefit.
- Upon return from leave, employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Unlawful Acts by Employers;
It is unlawful for NDSU to interfere with, restrain, or deny the exercise of any right provided under FMLA.

Requesting a Change in Work Schedule

Per Department of Labor guidelines, if an employee requests to shorten their work hours by omitting the provided lunch period, the request by the employee must be documented.

During the following timeframe:

From: _____   To: _____

I request a change in my work schedule. I am requesting permission to omit my lunch period and shorten my work day by that time period.

Employee Name: _____

Employee Signature: _____

Date: _____

Approval:

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Employee:
Title:
Position Number:
Department:
From:
Date:
Subject: **Letter of Expectation**

I am issuing this letter of expectation in order to re-establish and clarify expectations for the successful fulfillment of the _____ position.

Expectations for you in the Receptionist position are:

1.

2.

3.

4.

Example: I want you on our team. However, being on our team means that the expectations stated above need to be met with a renewed commitment to both our department and the university. It is my belief and expectation that this commitment begins with an overall change in attitude and approach to your work life.

_____   _____
Employee Signature   Date   Supervisor Signature   Date

cc: Personnel File

Performance Improvement Plan Outline

The purpose of the performance improvement plan is to identify performance deficiencies and to provide a clear concise mechanism for improving performance to a standard of Meet Expectation or Fully Achieves. Thought and consideration should be given to training and other resources that may be available to help the employee reach the required standard. **The employee should understand that the intent of the plan is to help him/her be successful in their job.** As the manager or supervisor, ask yourself the following questions: How does this employee know the expectations of the job? Were the duties of the job and the required standards covered in the departmental orientation? Has he/she been presented with a current position description? Are you able to describe to the employee how a successful completion of this plan will look?

Performance Improvement Plan:

State the performance concern or issue. Be specific. State the impact: The grant files are not maintained in an orderly manner. The required documents are hard to find. The consent forms for seven of the twenty study participants have expired. If the files are not maintained properly, the grant can be taken away. The consent forms are critical in that they show we are authorized to conduct our testing.

Expectation/Standard: Maintain the files within the regulatory guidelines. All consent forms should be attached to inside cover of the folder. A new signed consent form should be obtained every sixty days. All current participant medications should be listed and included in the file. Research notes should be filed within 24 hours of receipt from the investigator. All files should be kept in the appropriate file drawer in alphabetical order.

Goal and timetable: The files will be correctly maintained 100% of the time. Over the next 30 days you are expected to organize the files alphabetically. Contact the seven study participants and request that they come by your office on their next visit to sign a new consent form. File all interview and research notes in the appropriate participant file. You are to let me know immediately if you have trouble contacting any of the participants.

Identify any barriers that would prevent meeting expectations.

Follow up: I will meet with you on a weekly basis over the next 30 days to determine progress. The weekly meetings will include a random audit of the files.

Consequences: It is important to let the employee know the consequence of unimproved performance, i.e. Inability to meet these expectations will result in further disciplinary action, up to and including termination. However, it is equally if not more important to let the employee know that the intent of this plan is to help them be successful in their job and to let them know the importance of their contribution to the overall mission of the department.

If the employee has extensive overall performance issues, we would outline something more in the line of a 90-day plan. All of the concerns and expectations would be outlined. We would work with the manager to identify what specific issues could be tackled in the first 30 days. During the second leg of the triangle or by sixty days the employee should be at standard for additional tasks. By the end of the 90 days the employee should be at a Meet Expectation for the overall performance.

Example:

Performance improvement for tasks A, B, C, X, Y, Z:

First 30 days work on meeting standard for   A and Y

Second 30 days incorporate B, C,   A, Y, B, C

By the end of the 90 days meet standard for A, Y, B, C, X, Z

EMPLOYEE PERFORMANCE IMPROVEMENT PLAN

In conference with: **Date:**

Persons in attendance:

Performance Concern/Issues:

Previous conversations regarding (if appropriate):

          Letter
          Responsibility Review

Expectation/Standard:

Goal and Timetable:

Barriers that would prevent meeting expectations:

Consequences:

Employee Response:

Employee's signature: _____
                                   (signature indicates you have read this, not that you agree or disagree)

Supervisor's signature: _____

Director's signature: _____

Performance Improvement Plan Outline

Deer Oaks EAP Services
Mandatory Referral Process

The HR Point of contact or Manager will complete the Mandatory referral form. Please provide as much information as possible. This will assist the clinician to formulate treatment recommendation and to clearly identify the reason for the referral.

Have the employee sign the "Informed Consent" in your office. This will ensure that Deer Oaks has the authorization to discuss case with Employer Group.

Without this signed form Deer Oaks cannot release any employee information including confirmation of an appointment.

Fax Paperwork back to our EAP department at **210-616-9667.** You can fax it to the Attention of Mindy Davis or Jeanette Trejo. They are the Patient Care Coordinators Specialists for Mandatory Referrals.

Contact our Call Center at **1-866-327-2400** to verify that the paperwork was received and that we are ready to start the Mandatory process.

Once all paperwork is received the case is assigned to a Deer Oaks clinician who sets up the appt. with the client within 24-72 hrs. If an immediate appointment cannot be made within that time frame then the clinician will seek to find the first available appointment.

Note: Referrals to a psychiatrist can take up to 6-8 weeks

The case manager will contact POC to get additional information and to provide confirmation of employee's appointment. Then the Deer Oaks clinician will do the case management with a Network Provider in the area. A provider is located based on the ability of the clinician to properly assess and treat the issue.

Deer Oaks clinician will follow up with client/HR or Manager until case is closed. Once case is closed:
- ✓ A letter/Return to Work letter, Will be submitted to the POC
- ✓ Deer Oaks EAP will also contact the POC to answer any additional questions.

Clinician will call client before/after their appointment to follow-up.

Client is seen for Initial Assessment and a Treatment Recommendation is done. In the event of a No-Show clinician will call the employee and attempt to reschedule appt and advise the POC of the missed appointment.

The employer will get information once an Initial Appointment (Intake) was completed. After the initial assessment the employer will continue to get updates on the case progress, treatment recommendations, and compliance to treatment.

Last Updated 2-2010

Note: Please provide Deer Oaks with the Names and contact information of all supervisors/ Managers who are authorized to make Mandatory referrals. All questions regarding any mandatory in process please call 1-877-327-2400 or refer to your account manager.

33

Deer Oaks EAP Services

Phone: 1 (866) 327-2400
(210) 615-8880
Fax: (210) 616-9667

A resource you can trust.

DEER OAKS
EAP SERVICES

Mandatory Referral Form

Date of Referral: _____/_____/_____

Employee Information:

Name: _____

DOB: _____ SSN: _____

Marital Status: _____ Race: _____ Gender: _____

Address: _____

Telephone number: (H) _____ (W) _____ (C) _____

Employee Position: _____

Department/Agency: _____

Employer Information:

Employer Name: _____

Employer Address: _____

Supervisor Name: _____ Phone: _____

Human Resource Director: _____ Phone: _____

Reason for referral: _____
_____
_____
_____

Terms and conditions of referral: _____
_____
_____
_____

_____   _____
HR Representative Signature   Date

_____   _____
Employee Signature   Date

Updated 02/2010

Deer Oaks EAP Services
Authorization to Obtain/Exchange Information

_____   _____
Employee Name   Date of Birth

_____   _____
Street Address   City   Zip Code

I hereby authorize:

_____
(Deer Oaks EAP Clinician/Affiliate)

to exchange and/or disclose information regarding the evaluation and treatment of the above named person to:

_____
(Name of HR representative and/or manager/supervisor and Name of Employer Group)

I specifically request that the following information be released/exchanged:

      _____ Attendance only
      __X__ Summary of attendance, treatment recommendations, and progress
      _____ Closure of EAP services
      _____ Other: _____
      (Please specify particular instructions or restrictions for release of information)

Purpose:
I understand the information will be released/exchanged for the purpose of:

      _____ Assistance in making an appropriate referral
      _____ Arrangement of leave of absence from work
      _____ Coordination of services and assurance of continuity of care
      _____ Arrangement for return to work
      __X___ Other: __Compliance with Mandatory Referral _____
      (Please specify particular purpose)

I understand this information will be used to notify the above person as to whether or not I am following through on resources and recommendations of the EAP and will not be used to disclose personal information such as the problem(s) I am facing or to identify the resource(s) I have agreed to utilize.

The doctrine of the informed consent has been explained to me and I understand the contents to be released, the need for information, and that there are statutes and regulations protecting the confidentiality of authorized information. I hereby acknowledge that this consent is voluntary and is valid for a period of time not to exceed one (1) year. I further acknowledge that I may revoke this consent at any time except where actions based on this consent have already been taken.

I agree that a photocopy/fax of this authorization is to be considered as effective as the original.

_____   _____
Signature of Employee   Date

_____   _____
Signature of Deer Oaks EAP Clinician/Affiliate   Date

February 2010

Written Warning Template

To: [Click **here** and type name]

From: [Click **here** and type name]

CC: [Click **here** and type name]

Date: 1/9/2012

Re: **Disciplinary Action – Written Warning**

.
The purpose of this memo is to provide a formal written warning to be place in your personnel file regarding concerns I have with your job performance. The performance concerns are: (list specific concerns here).
Next paragraph should contain the following:

1. Create a numbered list of the bulleted item(s) mentioned above.

2. Provide a specific example of the issue behind each numbered item

3. State that this is a follow-up to a previous conversation held on MM/DD/YY

4. List expectations for improvement

Example:

1.) **Unprofessional behavior as a manager.** There are a few issues that have come to my attention regarding your actions as a manager as part of our management team. Concerns raised include sharing confidential information to your direct reports. *As part of the management team, I expect that you respect conversations that are held in meetings and do not share information that is intended to remain confidential.*
(Last paragraph should be a wrap up paragraph to reiterate expectations):
Example: As I stated to you on our meeting of (MM/DD/YY), I want you on our team. However, being on our team means that there needs to be improvement in the areas described above, with a renewed commitment to both our department and the university. It is my belief and expectation that this commitment begins with an overall change in attitude and approach to your work life. If your behavior regarding x/y/z does not improve immediately and continuously thereafter, you will be subject to further disciplinary action up and including termination.
My signature is simply an acknowledgement of receipt of this memorandum and does not necessarily indicate agreement with the performance issues raised.

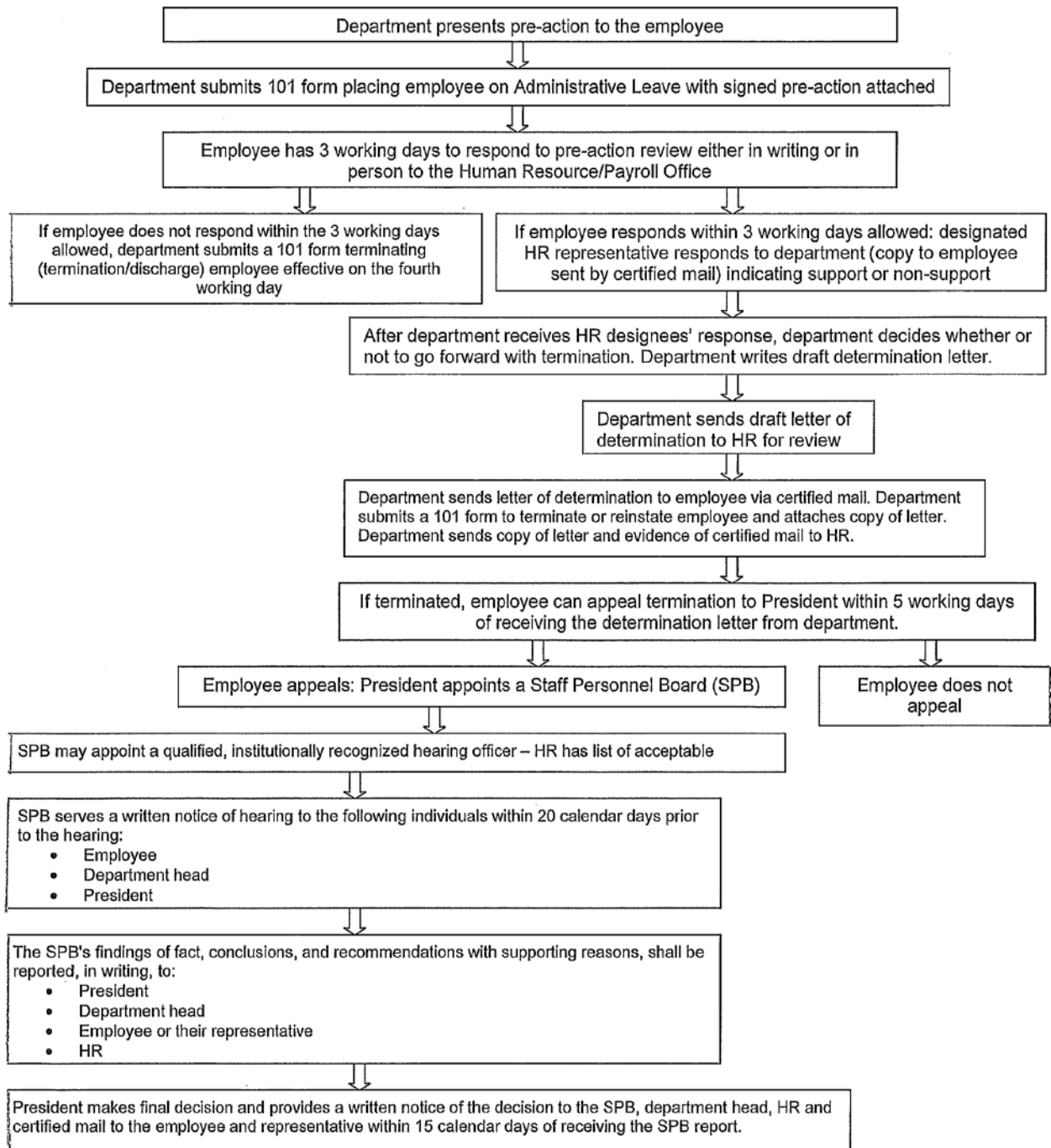(employee signature and date here)
(employee name typed below signature line)

(supervisor signature and date here)
(supervisor name typed below signature line)

PRE-ACTION REVIEW PROCESS

Department presents pre-action to the employee

⇓

Department submits 101 form placing employee on Administrative Leave with signed pre-action attached

⇓

Employee has 3 working days to respond to pre-action review either in writing or in person to the Human Resource/Payroll Office

⇓

If employee does not respond within the 3 working days allowed, department submits a 101 form terminating (termination/discharge) employee effective on the fourth working day

If employee responds within 3 working days allowed: designated HR representative responds to department (copy to employee sent by certified mail) indicating support or non-support

⇓

After department receives HR designees' response, department decides whether or not to go forward with termination. Department writes draft determination letter.

⇓

Department sends draft letter of determination to HR for review

⇓

Department sends letter of determination to employee via certified mail. Department submits a 101 form to terminate or reinstate employee and attaches copy of letter. Department sends copy of letter and evidence of certified mail to HR.

⇓

If terminated, employee can appeal termination to President within 5 working days of receiving the determination letter from department.

⇓

Employee appeals: President appoints a Staff Personnel Board (SPB)

Employee does not appeal

⇓

SPB may appoint a qualified, institutionally recognized hearing officer – HR has list of acceptable

⇓

SPB serves a written notice of hearing to the following individuals within 20 calendar days prior to the hearing:
- Employee
- Department head
- President

⇓

The SPB's findings of fact, conclusions, and recommendations with supporting reasons, shall be reported, in writing, to:
- President
- Department head
- Employee or their representative
- HR

⇓

President makes final decision and provides a written notice of the decision to the SPB, department head, HR and certified mail to the employee and representative within 15 calendar days of receiving the SPB report.

Pre-Action Review (Initial Notice) Template

(First Name) (Last Name)
(Address 1)
(Address 2)
(City), (State) (Zip)

Dear (First Name) (Last Name),

This letter serves as notice of our intent to terminate your employment for cause.

(Second paragraph should state what the event(s) were (specifics) that have led you to the decision to terminate)

Next paragraph should contain the following:
1. Create a numbered list of the item(s) mentioned above

2. Provide a specific example of the issue behind each numbered item

3. State that this is a follow-up to a previous conversation held on MM/DD/YY

Fourth paragraph should state: In accordance with NDSU Policy 232, you are entitled to a pre-action review before the Associate VP of Business & Finance/Director of Human Resources. You have three (3) days to notify the Director, in writing, with your explanation, evidence, or other information which contradicts the allegations and evidence. Your written reply should be sent to:

      Colette Erickson
      Office of Human Resources
      North Dakota State University
      PO Box 5345
      Fargo, ND 58105-5345

Final statement should be: Until further notice, you are being immediately placed on administrative leave with pay.

(Written signature)
(Title)

cc: Colette Erickson
     (add appropriate supervisor, if applicable)

Acknowledgement Statement: I have received and read this letter on the date signed below:

(employee signs here)_____Signature _____ Date

(Be sure to attach a copy of Policy 232 for the employee's reference)

Pre-Action Review (Final Notice) Template

Date

Dear (First Name) (Last Name),

I have received the opinion from Colette Erickson, Human Resources/Payroll, and have again reviewed the documentation, department policies and NDSU's policies. Based on this information I am proceeding with termination of your employment with NDSU (department).
Your termination will be effective (insert MM/DD/YY).

Any remaining vacation time will be paid one payroll cycle after your last paycheck. If your address changes, please let us know for mailing purposes.

If you have questions regarding your health insurance or other benefits, you may contact Brittnee Steckler, Benefits Coordinator, at 231-8965.

Included in this mailing is a copy of NDSU Policy 231: Appeal Procedure for Disciplinary and Reduction in Force Actions. (Be sure to attach policy).

Sincerely,

(Written Signature)
(Title)

cc: Colette Erickson, HR/Payroll
    Brittnee Steckler, HR/Payroll
    (Dept Head/Chair)

Reduction-in-Force Analysis to HR Director Template

To: Colette Erickson, Human Resources/Payroll

From: [Click **here** and type name]

CC: [Click **here** and type name]

Date: 1/9/2012

Re: Reduction in Force – Employee's name here

First paragraph – explain what is occurring within the affected department and why reduction-in-force is occurring/needed.

Next paragraph: With the changes that have occurred at (name department/program here), funding needs to be redirected/removed (or whatever action will be occurring).

Next paragraph should be the 4-point analysis as to why the reduction-in-force should occur:

4.1   *Analysis of the acquired knowledge, demonstrated skills and versatility of its employees, compared to the work to be done and the available funding. Employees lacking the necessary skills should be considered for reduction.* (explain how situation meets this criteria)

4.2   *An analysis of the level of demonstrated work performance. Employees having a consistently low level of performance should be considered for reduction.* (explain how situation meets this criteria)

4.3   *A review of the length of service of its employees. Employees with the fewest years of service should be considered for reduction.* (explain how situation meets this criteria)

4.4   *An analysis of the extent of required training needed to train a reassigned employee to full productivity in a different position. Employees requiring substantial retraining should be considered for reduction.* (explain how situation meets this criteria)

(Wrap up paragraph reiterating need for reduction)

Job Change or Reduction-in-Force Option Template

Date

«FirstName»«LastName»
«Address1»
«Address2»
«City», «State» «PostalCode»

Dear «FirstName»«LastName»,

As we discussed together recently, the (dept name) is undergoing a reorganization. This reorganization is happening because (reason here). As a result of this reorganization, your position of (position name and number) will be eliminated on approximately (month/day/year).

A new position of (insert name of position) has been created. A copy of the position description is attached for your review.

I am offering you this new position and hope that you will give it consideration. It is similar to the position of (insert name of similar position). The hours for this position are (insert hours/days of week here), and it is a 12-month position. Your salary for this position will be (insert salary here).

Should you decide you do not want to accept this new position, I will need to proceed with a reduction in force since your current position will be eliminated. This means you will no longer be employed by NDSU as of (insert month/date/year). I have attached for your review NDSU Policy 334: Reduction in Force.

I hope that you will take some time to consider this offer. I would appreciate a response by (insert day & date).

_____ I accept the offered position, which will take effect (insert month/day/year).

_____ I decline the offered position. I understand that I will no longer be employed
                by NDSU as of (insert month/day/year).

_(employee signs here)_____Signature   _____ Date
_(supervisor signs here)_____ Signature   _____ Date

EMPLOYEE SEPARATION CHECKLIST

Supervisor: For your use when an employee is leaving NDSU.

_____   _____   _____
        Employee's Name   Empl ID #   Last Date of Employment

Address items applicable to employee:

_____ Complete and submit NDSU Change Form: 101 to Human Resources/Payroll with appropriate documentation attached, i.e., resignation letter, notice of reduction-in-force, notice of dismissal

_____ Contact Human Resources/Payroll at 231-8961 to schedule an exit appointment

_____ Send memo to Accounting Office (Old Main #11) to cancel PeopleSoft finance access

_____ Send memo to Human Resources/Payroll to cancel PeopleSoft HRMS access

_____ Send memo to Registration & Records to cancel PeopleSoft Student access

_____ Contact Help Desk (1-8685) to cancel computer access, e-mail account, etc.

_____ Contact Customer Account Services (1-7320) to check on any Accounts Receivable balances

_____ Notify appropriate telephone counselor in your department to take care of deactivating voice mailbox

_____ Contact Parking Office (1-5771) to cancel permit (obtain parking permit from employee)

_____ Notify Telecommunications (1-8401) to deactivate Bison Line and AT&T calling card - Obtain and destroy AT&T calling card

_____ Contact Bison Card Center (1-6252) to return ID card

_____ Obtain office/building keys - return to appropriate individual

_____ Obtain desk/credenza/file keys - issue to next employee

_____ Remove name from building/office directories

_____ If applicable, ensure research facilities and equipment are cleaned

_____ If applicable, ensure all hazardous waste is properly disposed of or identified

_____   If applicable, obtain university equipment (car keys, cellular phone, etc.)

_____ If applicable, obtain university computer equipment (laptop, palm pilot, etc.)

_____ Return all library material, contact circulation department (1-8888)

_____ Any departmental "items" not addressed on this list