

NON-UNIT FACULTY & NON-FACULTY EMPLOYEE HANDBOOK

Preparing students to step forward with confidence and a vision of lifetime success



SD School for the Blind and Visually Impaired

Dear State of South Dakota Employees,

Public service is essential to maintaining our democratic society, providing services to our citizens, and helping the state and country prosper. Thank you for your dedication to the State of South Dakota and its citizens.

Beyond day-to-day duties, each State employee, regardless of title or pay grade, is responsible to help maintain the public trust. Any misappropriation of resources, conflict of interest or other illegal activity, undermines the confidence citizens have in our State government. It overshadows the otherwise good work being done for society.

In addition to reading and abiding by the personal responsibility policies outlined here, you are asked to report acts that you believe violate these policies. If you see something, please say something. To create a comfortable atmosphere for recounting such concerns, an internal control officer has been appointed in each department. If you do not feel comfortable discussing your concerns with the internal control officer in your department, you may reach out to an internal control officer from another department or contact your human resources manager.

Thank you in advance for representing yourself and your fellow State employees with integrity.

Sincerely,

Governor Dennis Daugaard

Dear Board of Regents Employees,

Integrity. Ethics. Transparency. Protecting the public trust. You and I not only have the responsibility to maintain the very highest standards in these areas, but also to pass these values along to our students. Our society has long depended on higher education to enhance the ability of our democracy to function effectively and fairly for all of the people that call our nation and state home. We must assist students in their search for knowledge, in understanding themselves and their cultural and physical environments, and in developing the wisdom and skills necessary to function as responsible citizens in society.

As a Regental system employee, you play an integral role in carrying out that mission. Each and every employee has a responsibility to demonstrate to each other, our students, and the citizens of the State of South Dakota, a commitment to making stewardship and ethical behavior a part of our everyday activity. Thank you for representing the Board of Regents and your institution with honesty and integrity, and leading by example for the future leaders of South Dakota.

Sincerely,

A handwritten signature in cursive script that reads "Mike Rush".

Mike Rush
Executive Director and CEO

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APPOINTMENT

Non-Unit Faculty (NUF) and Non-Faculty (NF) Employees are employed upon the recommendation of the Superintendent and approval of the Board of Regents, and will serve at the pleasure of the Board. NUF and NF may be reassigned without cause to positions considered equivalent or lower in stature during their contract period, so long as the employee's salary is not decreased during the term of the current contract. An employee's contract may be terminated for cause at any time during the term of the contract.

PERFORMANCE EVALUATIONS

Non-Unit Faculty and Non-Faculty Employees will receive performance appraisals and a review on an annual basis. These will be conducted by the employee's immediate supervisor.

WORKING HOURS

A forty hour (40) workweek is basic for NUF and NF Employees. All NUF and NF Employees will be at work on time and leave when scheduled to leave. Being late for work makes it inconvenient for those people already on duty. If for some reason you arrive late or must leave early, see your supervisor or the Director of Human Resources.

The calendar workweek at the South Dakota School for the Blind and Visually Impaired is from 12:01 a.m. Sunday morning to 12:00 midnight Saturday. Hours above forty (40) hours per week are comp time and will be authorized only in emergencies or unusual circumstances. Comp time must be requested by the supervisor and approved by the Superintendent and/or Director of Human Resources in advance.

All NFU and NF Employees must complete Leave Request and Time Reporting in SNAP. The Leave Request system allows employees to request leave online and the Time Reporting system allows employees to enter hours worked online. Leave requests and timesheets hours are approved online by the supervisor and then sent electronically to Payroll for processing. It is critical that the employee submits their timesheet by the deadline set by HR each month

DEFINITION OF WORKWEEK -- 12:01 a.m. Sunday to 12:00 p.m. Saturday.

The PAY CYCLE is 22nd of the month through the 21st of the following month.

UNAUTHORIZED WORK - Hours worked by an employee without the administration's permission or contrary to instructions will not be paid and may be grounds for disciplinary action.

OVERTIME COMPENSATION

NUF and NF Employees are eligible for overtime compensation in the form of time off. Overtime shall accrue at the rate of time and one-half based on a 40 hour workweek. Compensatory time off for overtime worked may be taken any time during the pay period with the concurrence of the supervisor. Comp time needs to be used before sick leave, annual leave, personal emergency leave, and/or leave without pay can be used. Employees may have their compensatory time carried forward to subsequent pay periods. The maximum accumulation of compensatory time is 40 hours. Supervisors are expected to adjust the workweek, when possible, to avoid an overtime liability. If annual or sick leave in combination with hours worked totals more than 40 hours during the workweek, the amount of leave an employee takes will be reduced to bring the total hours paid to 40 hours for the week. If both sick and annual leave have been taken in a week that requires adjustment of leave, the sick leave must be adjusted before the annual leave.

The provisions of this Act obviously will have a tremendous fiscal impact on our personal services budget; therefore, administration will take a conservative approach to the authorization of overtime work. If possible, overtime will be avoided completely to minimize liability and reduce what might cause a severe drain on our personal services budgets. Supervisors are responsible for establishing work schedules in such a manner that overtime hours are nonexistent or at least extremely minimal. Overtime must be requested by the supervisor and approved by the Superintendent or Director of Human Resources in advance.

TRAVEL TIME

Time spent in travel for NUF and NF Employees will be counted as hours worked. Layovers at airports where the employee is not free to pursue personal interest is also included as time spent in travel and must be counted as hours worked. Hours in which employees are free to do as they please are not compensable.

LEAVE REQUESTS

Leave requests must be approved by the Principal prior to using leave or eight (8) hours after returning to work, or leave without pay will automatically be charged. More details in the GENERAL SECTION of the handbook.

SUBSTITUTES, REQUEST FOR

Any NUF and NF Employee in need of a substitute should complete the Substitute Request Form and turn it in to the Principal at least one week prior to the scheduled absence (emergencies will be handled accordingly). Substitute Request Forms are located in the Administrative Assistant's Office. NUF and NF Employees also need to submit leave requests to the Principal.

Upon approval of the substitute, the Principal is to notify the Director of Human Resources of the absence and the name of the substitute. The substitute must complete a time card, located in the Director of Human Resources' Office.

ACCESS TO EMPLOYEES' RECORDS

Supervisors may review position history files or performance files. The review will be done in confidence with the Superintendent and Director of Human Resources. An employee may review his/her personal file that is kept in the Business/Human Resource Office. He/she must ask the Director of Human Resources to remove the folder from the file, and it cannot be removed from the office. An employee has the right to obtain a copy of the contents of his/her personal file or any other pertinent data that directly relates to his/her file. The cost of the copy shall be borne by the employee.

Note: A sign-out/sign-in form is in each employee's personal folder to show who has removed information from the folder.

FISCAL SALARY INCREASE

NUF and NF Employee raises are based on what the Governor and Legislature approves and the Board of Regents Policy. Fiscal increases are not necessarily across the board, but are based on performance.

COFFEE BREAK(S)

NUF and NF Employees are entitled to coffee breaks each day. Full-time employees are entitled two (2) fifteen (15) minute breaks and part-time employees are entitled to one (1) fifteen (15) minute coffee break. Each employee should work out the time for coffee breaks with his/her supervisor. Smoking by employees are to be restricted to these break periods. Coffee breaks cannot be banked, cannot be added on to one's lunch hour, or saved to leave work early.

CONFIDENTIALITY

Student files are confidential and access is limited to authorized individuals. Discussions relative to the SDSBVI students should be conducted in a positive, professional manner. If student problems are to be discussed, these discussions should take place in a room with the door closed, rather than a public area. For additional information, refer to the STUDENT/PARENT HANDBOOK.

TERMINATION OF STATE EMPLOYEES: Please refer to “General Handbook.”

LAYOFF PLAN AND REEMPLOYMENT PROCEDURES: Please refer to “General Handbook.”

GRIEVANCE APPEALS PROCEDURE: Please refer to “General Handbook.”

ADDITIONAL INFORMATION

Any time any NUF and NF Employee has questions not covered in this handbook, he/she should go to the Director of Human Resources to get answers. Don't speculate; ask!