# TABLE OF CONTENTS

## INTRODUCTION
- Welcome to State Employment ................................................................. 1
- Introduction ............................................................................................... 2
- Accreditation ............................................................................................ 2
- Nondiscrimination in Employment and Education Opportunity ............... 4
- Affirmative Action/Equal Opportunity ..................................................... 4
- Requests for Accommodations by Employees with Disabilities ................ 4
- Zero Tolerance of Workplace Violence ..................................................... 5
- Sexual Harassment/Sexual Violence ......................................................... 6
- Discrimination, Harassment and Violence ............................................... 7
- Statement of Ethics .................................................................................. 7
- Employee Code of Conduct ..................................................................... 7
- Fraudulent & Dishonest Acts .................................................................... 7
- Acceptance of Gifts/Favors ....................................................................... 8
- Confidentiality .......................................................................................... 8
- Tobacco, Alcohol or Other Controlled Substances .................................... 8
- Weapons Policy ......................................................................................... 8

## PERSONNEL
- Human Resources ................................................................................... 10
- Mission Statement ................................................................................... 10
- Bargaining Units ..................................................................................... 10
- Performance Evaluations ......................................................................... 12
- Personnel File .......................................................................................... 12
- Position Descriptions ............................................................................... 12
- Data Practices ........................................................................................ 13

## COMPENSATION
- Pay Day ................................................................................................... 16
- Accessing Your Pay Stub .......................................................................... 16
- Direct Deposit .......................................................................................... 16
- Hours of Work ......................................................................................... 16
- Overtime/Compensation Time .................................................................. 16
- Payroll Deductions ................................................................................ 17
- Time Keeping .......................................................................................... 17
- Withholding/W-4 Form .......................................................................... 17
- Wage & Tax Statement/W-2 .................................................................... 18
- Union Dues .............................................................................................. 18
- Expense Reimbursement ......................................................................... 18
- Employee Leave and Benefits ................................................................. 18
EMPLOYEE LEAVE AND BENEFITS

Communicating Absences ................................................................. 19
Holidays ......................................................................................... 19
Leaves .............................................................................................. 19
  Employer-Paid Leaves of Absence ............................................. 19
  Unpaid Leaves of Absence ......................................................... 20
  Personal/Vacation Leave ........................................................... 20
  Sick Leave .................................................................................. 20
Family Medical Leave Act. ................................................................. 21
Professional Development and Training (Staff Development) ........ 21
Tuition Waiver ............................................................................... 21
Retirement ..................................................................................... 21
Workers’ Compensation ................................................................ 23
Health and Dental Insurance .......................................................... 23
Open Enrollment .............................................................................. 23
DDIR ................................................................................................. 23
Optional Benefits ............................................................................ 23
  Short-Term Disability Insurance .............................................. 23
  Long-Term Disability Insurance .............................................. 24
  Long-Term Care Insurance ...................................................... 24
  Basic Employee Life Insurance ............................................... 24
  Additional Life Insurance for Yourself & Spouse ...................... 24
  Child Life Insurance .................................................................. 24
  Accidental Death & Dismemberment Insurance ......................... 24
  Pre-Tax Benefits ........................................................................ 24
  Right to Continue Benefits ....................................................... 25
Health Care Savings Account Plan (HCSAP) ..................................... 25
Credit Union .................................................................................... 25
Employee Assistance Program (EAP) ............................................... 25
State Employee Health Promotion Program .................................... 26
Miscellaneous Discounts ................................................................. 26
Resignation Procedures .................................................................. 26

GENERAL INFORMATION

Escort Service .................................................................................. 27
Food Service .................................................................................... 27
Bookstore ......................................................................................... 27
College Foundation ......................................................................... 27
Library ............................................................................................... 27
Computer/Technology Use Policy .................................................... 27
Computer Workstation ..................................................................... 31
Communications .............................................................................. 31
Philosophy ....................................................................................... 31
Facilities ........................................................................................... 31
Office Keys ....................................................................................... 32
Photo Identification Badges ................................................................. 32
Parking ........................................................................................................ 32
Safety .......................................................................................................... 33
Incident Reports ........................................................................................ 33
Critical Incident Plan ................................................................................ 33
Personal Appearance ................................................................................ 33
Telephone Use ............................................................................................ 33
Use of State Property ................................................................................ 34
How to Access E-mail from Home ............................................................. 34
How to Access College Intranet from Home .............................................. 34
How to Access College Voicemail from Home .......................................... 34
Weather Emergencies/Building Evacuation Policies .................................... 35

PURCHASING/TRAVEL PROCEDURES
Encumbering Funds .................................................................................... 35
Purchasing Procedures ................................................................................ 35
Purchase Limits/Terms ............................................................................... 36
Equipment .................................................................................................... 38
State-Owned Vehicle Use ........................................................................... 38
The Employee Information Booklet is a general bulletin of information regarding procedures and policies. It should not be construed as an employment contract between the College and the employee. Every effort has been made to make the information accurate as of the date of publication; however, all policies and procedures are subject to change at any time by appropriate action of the College administration, Contractual Unions, the Minnesota Colleges and Universities Board, or the Minnesota Legislature. Please consult appropriate departments and offices for final policies, procedures, and deadlines. All prior employee information booklets are hereby revoked. Any questions should be directed to the Human Resource Office, Room 1-403.

Staff names and contact information:

- Human Resource Director – Deb Holstad 320-308-3227 dholstad@sctcc.edu
- Employee Benefits, Employee Recruitment – Bryce Fazekas 320-308-5993 bfazekas@sctcc.edu
- Faculty Salary and Leave Accrual – Julie Simonson 320-308-5464 jsimonson@sctcc.edu
- Human Resource Admin. Assistant – Sue Buckley 320-308-5480 sbuckley@sctcc.edu

This document is available in alternative format to individuals with disabilities by calling the Human Resource Office at 320-308-3227 or 800-222-1009 or TTY 1-800-627-3529.

St. Cloud Technical and Community College is an Affirmative Action/Equal Opportunity Employer/Educator.

Updated February 2016 by Deb Holstad, Human Resources Director

For additional information such as policies/procedures, forms, links, etc. please refer to the Human Resources website at www.sctcc.edu or https://webapps.sctcc.edu/intranet/cgi-bin/login.pl
WELCOME TO
ST. CLOUD TECHNICAL AND COMMUNITY COLLEGE!

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

Our History

St. Cloud Technical & Community College was founded in 1948 as a vocational-technical institute as part of the local school district and was named The Area Vocational School. In 1973, it became known as St. Cloud Area Vocational Technical Institute. The North Central Association of Colleges and Universities accredited the college in 1985, and in 1988 the name was changed to St. Cloud Technical Institute. In 1990, the college again had a name change to St. Cloud Technical College. In 2010 the college enhanced its mission and became St. Cloud Technical and Community College. St. Cloud Technical and Community College is positioning itself as the “college of choice for the community.”

In 1995, SCTCC became part of a newly formed state higher education system, the Minnesota State Colleges and Universities. SCTCC is one of the 32 publicly supported colleges and universities in the system. Located in an urban area with a population of approximately 68,000, SCTCC is just one hour north of the Minneapolis/St. Paul metro area. SCTCC is one of the fastest growing colleges within the system serving over 10,000 students per year with 58% of the student population drawn from the six-county central Minnesota area.

In 2001, SCTCC chose a new option for accreditation with the Higher Learning Commission and joined AQIP (Academic Quality Improvement Program). AQIP focused the attention of the SCTCC community squarely on continuous quality improvement.

Opportunities continue to develop for technical program majors to transfer into professional programs at the baccalaureate level through articulations with other universities. These transfer opportunities include increased levels of liberal arts/science requirements. The opportunity for students to complete these requirements at SCTCC increases the demand for liberal arts & sciences coursework. SCTCC’s goal is to develop general education courses that are both essential to technical programs across the college and necessary for its increasing student population interested in transferring to a four-year college or university.
SCTCC’s Vision Statement: St. Cloud Technical and Community College will be the college of choice for quality career, technical and transferrable education, focused on highly-skilled employment and life-long learning opportunities.

SCTCC’s Mission Statement: St. Cloud Technical and Community College prepares students for life-long learning by providing career, technical and transferable education.

St Cloud Technical and Community College’s (SCTCC) mission is one of a strong, comprehensive college that offers high quality educational choices for students with a broad spectrum of educational opportunities. Our goal is to provide every student with a successful beginning and the ability to develop the skills and abilities necessary to achieve their long term goals.

Priorities & Key Measures
SCTCC’s Priorities are presented as pillars that support our overall mission and are built on the foundation of our core values. Key Measures help define performance excellence by focusing on accountability, data driven decision making, and assessment.

**Pillar 1 – Student Success**
*Key Measures:*
- Completion Rates
- Placement Rates
- Persistence/Retention
- College Transitions/Transfer
- Readiness for College
- Student Learning

**Pillar 2 - Community Building**
*Key Measures:*

**Pillar 3 - Developing a Skilled Workforce**
*Key Measures:*
- Satisfaction of Graduates
- Advisory Board Membership
- Advisory Board Engagement
Employee Information

- Identify & Meet Market Demands for Program Alignment
- Gainful Employment

Pillar 4 - Sustainability

**Key Measures:**
- CFI Measures
- Efficiency & Effectiveness
- Enrollment

Pillar 5 - Employee Engagement

ACCREDITATION
St. Cloud Technical and Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

STATE OF MINNESOTA EMPLOYER
Employees of St. Cloud Technical and Community College are part of the executive branch of state government. State government is organized into three branches: executive, legislative, and judicial.

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

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

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

St. Cloud Technical and Community College and the State of Minnesota promote a healthy, safe, and fair work environment, employees are encouraged to become familiar with the statutes and policies defining appropriate behavior and guidelines. These statutes and policies can be accessed through a number of sources, including the Human Resource Office, the St. Cloud Technical and Community College intranet [https://webapps.sctcc.edu/intranet/cgi-bin/login.pl](https://webapps.sctcc.edu/intranet/cgi-bin/login.pl), [http://www.hr.mnscu.edu](http://www.hr.mnscu.edu) or [http://www.mmb.state.mn.us](http://www.mmb.state.mn.us), or the Minnesota Statutes website at [http://www.revisor.mn.gov/pubs](http://www.revisor.mn.gov/pubs).
NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY
(1B1-STATEMENT)
St. Cloud Technical and Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personal practices or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. The complete MnSCU Board of Trustees policy can be viewed at http://www.mnscu.edu/board/policy/index.html.

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

This policy is directed at verbal and physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, St. Cloud Technical and Community College will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom. The system office, colleges, and universities have developed and implements a complaint process to review complaints of discrimination/harassment or sexual violence. 1B.1 Complaint forms can be found at http://www.sctcc.edu/equal-opportunity-and-civil-rights.

To report instances of discrimination or harassment contact one of these designated officers:

<table>
<thead>
<tr>
<th>ADA/Title IX/Section 504/Nondiscrimination Coordinator: Students</th>
<th>ADA/Title IX/Section 504/Nondiscrimination Coordinator: Employees</th>
</tr>
</thead>
</table>
| Missy Majerus  
  Director of Campus Life  
  Office: 1-401Y  
  mmajerus@sctcc.edu  
  Phone: (320) 308-5922 or (800) 222-1009 | Deb Holstad  
  Human Resources Director  
  Office: 1-403C  
  dholstad@sctcc.edu  
  Phone: 320-308-3227 or (800) 222-1009 |

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT
St. Cloud Technical and Community College is committed to providing and promoting equal employment opportunities and attitudes to all persons without regard to race, color, creed, sex, national origin, religion, marital status, disability, sexual orientation, age, status with regard to public assistance, and membership or activity in a local human rights commission.
REQUESTS FOR ACCOMODATIONS BY EMPLOYEES WITH DISABILITIES (Section 504 of the Rehabilitation Act)
St. Cloud Technical and Community College is committed to providing for the needs of staff and students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).
It is the policy of St. Cloud Technical and Community College that the college shall make services available for any student or staff member, who, through a recent assessment, can document a disability.

In general, a reasonable accommodation will be made on an individualized and flexible basis. It is the responsibility of employees to seek available assistance at the College and to make their needs known. Accommodations are individualized and flexible, based on the nature of the disability and the environment. All requests/questions should be directed to Deb Holstad, Human Resources Director, office 1-403C. Her phone number is 320-308-3227. The Minnesota Relay Service Number is 1-800-627-3529.

Appeals:
Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with President Joyce Helens, within a reasonable period of time, for a final decision. The president’s office is located in the Administration Building, C-106. Her phone number is 320-308-5017. The Minnesota Relay Service number is 1-800-627-3529.

If the individual believes the decision is based on discriminatory reasons, they may file a complaint internally through the College’s complaint procedure as outlined in this plan. St. Cloud Technical and Community College complies with the MnSCU Board of Trustees policy on reasonable accommodations for qualified applicants and employees with disabilities and employees seeking promotion. The MnSCU Board of Trustees policy is found at http://www.mnscu.edu/board/policy/index.html.

ZERO TOLERANCE OF WORKPLACE VIOLENCE STATEMENT
It is the policy of St. Cloud Technical and Community College and the responsibility of all employees to maintain a workplace free from threats and acts of violence. The College will work to provide a safe workplace for its employees in the following ways:

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

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

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

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

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse. In such situations, the College shall comply with Minnesota Statute 626.556, Reporting of Maltreatment of Minors.


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

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when submission to that conduct or communication is made a term or condition, either in decisions affecting that individual’s employment or education; or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

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

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

The College will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who has been found in violation of this policy. All student complaints/questions should be directed to Jon Eichten, Vice President for Student Affairs, in office 1-404D. His phone number is 320-308-5580. All employee complaints/questions should be directed to Deb Holstad, Human Resources Director, in office 1-403C. Her phone number is 320-308-3227. The Minnesota Relay Service Number is 1-800-627-3529.

**DISCRIMINATION, HARASSMENT AND VIOLENCE STATEMENT (Title VI)**
St. Cloud Technical and Community College maintains a firm policy prohibiting all forms of discrimination. It is the policy of St. Cloud Technical and Community College to maintain a learning and working environment that is free from all harassment and violence.

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

The College will act to investigate all complaints, whether formal or informal, verbal or written, of harassment or violence and to discipline any student or employee who harasses or is violent to a student or employee of the College. This policy also covers any extension of the College environment; i.e., College-sponsored events held off campus. **All student complaints/questions** should be directed to Jon Eichten, Vice President for Student Affairs, in room 1-404D. His phone number is 320-308-5580. **All employee complaints/questions** should be directed to Deb Holstad, Human Resources Director in office 1-403C. Her number is 320-308-3227. The Minnesota Relay Service Number is 1-800-627-3529.

**STATEMENT OF EMPLOYEE ETHICS**
Based on Minnesota State Statutes Section 43A.38, [http://www.revisor.mn.gov/pubs](http://www.revisor.mn.gov/pubs) the following statements of ethics have been adopted. The College expects employees to conduct themselves in a professional manner and to maintain a high standard of personal and business integrity as representatives of the College. Included in the expectation of a high standard of business integrity is the assumption that individuals do not use the resources of the College for personal financial gain or for other personal value.
EMPLOYEE CODE OF CONDUCT – link to full policy

Excerpt from SCTCC Employee Code of Conduct - Part 3. Employee Ethics. Employee ethics are important in every organization. The Code of Ethics for Employees in the Executive Branch and other state laws require that system employees comply with high ethical standards. If we fail to comply with ethical requirements, we may be subject to disciplinary action, up to and including termination of employment, and under certain circumstances, criminal or civil legal action.

Under state law, board policies, and system procedures, we must comply with legally established standards. The Code of Ethics is summarized below, but you should consult the actual language of the statute to determine your ethical obligations.

Subpart A. Conflicts of interest. Employees are obligated to avoid situations that involve a potential conflict of interest with Minnesota State Colleges and Universities. If you have questions regarding these provisions, contact your supervisor or the chief human resources officer. A conflict exists when you:

1. Use your system position to secure an advantage for yourself, your immediate family or an organization with which you are associated that is not available to the general public;
2. Accept employment or a contractual obligation which would affect your independence of judgment in your system job;
3. Perform other work subject to direct or indirect control, review or enforcement by you in your system job;
4. Use state time, facilities, equipment, supplies, badge, uniform, influence of your office, or confidential information for personal gain;
5. Receive payment from non-state sources for work you are expected to do during your regular employment; or
6. Compete with the system for services the system provides.

Subpart B. Compensation, benefits or gifts from other sources. Except as noted below or otherwise provided by law employees are not allowed to accept payment of expenses, gifts, compensation, rewards, or other benefits in connection with their employment from a source other than the state.

1. Course materials exception. Faculty members may accept free samples of textbooks and related teaching materials. Minnesota Statutes section 15.43. Because of the provisions of the Code of Ethics for Employees in the Executive Branch and pursuant to this procedure, such materials may not be sold for the personal benefit of the faculty member.
2. Acceptance of certain gifts is not prohibited. Allowable gifts are:
   o Gifts of nominal value. Nominal value means an item of little or no marketable value. Examples are a keychain with a vendor’s name on it, a cup of coffee, or other trinket-type items.
   o Plaques or similar items recognizing individual services in a field of specialty or to a charitable cause.
Employee Information

- Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time, for which they are not compensated by the state, and which are not impermissible conflicts of interest with Minnesota State Colleges and Universities.

3. Travel or meals from another source. An employee may not accept travel or meals or reimbursement related to the employee's work assignment with the college, university or system office from a source other than the state, unless it is:
   - Approved in advance in writing by the president or chancellor;
   - For no more than actual expenses incurred; and
   - Not reimbursed by the state.

4. Consulting work by non-administrative university faculty. It is not a violation of the ethics code for non-administrative university faculty to accept remuneration and expense reimbursement from an outside source for outside consulting, employment, or other activities performed on duty days, if such activities are in accordance with Inter Faculty Organization Master Agreement Article 27, Section C.

Subpart C. Personal advantage. Employees are not allowed to use their position to procure personal advantages not available to the general public. Faculty members may require the use of self-authored classroom textbooks, software and other course materials, subject to any applicable bargaining agreement provisions and college/university procedures.

Subpart D. Use of state property. All system property is also state property. With limited exceptions, state property is not to be used for personal or private use except as specifically authorized, such as limited personal use of computers as provided in System Procedure 5.22.1 and incidental use of system cell phones, as provided in System Procedure 5.22.1. State long distance service or frequent flyer miles earned through state-authorized travel for state-related purposes may not be used for personal or private purposes.

Subpart E. Political influence. Employees may not use their position or system resources to advance a political party or candidate.

Subpart F. Purchasing state property. Employees involved in purchasing or contract decisions for the college, university, or system office may not have any personal financial interest in the purchase or contract, and may not accept any gift (other than one of nominal value) or other thing of value directly or indirectly from a vendor.

FRAUDULENT AND DISHONEST ACTS
Minnesota State Colleges and Universities (MnSCU) and St. Cloud Technical and Community College are committed to creating an environment where fraudulent and other dishonest acts are not tolerated. All employees are responsible for complying with the State Code of Ethics (Minnesota Statutes Section 43A.38), other state statutes and board policies that govern their conduct, and ensuring that all resources entrusted to them are used ethically, prudently, and for their designated purpose. Dishonest acts are prohibited pursuant to this policy and applicable law. Report fraudulent and dishonest acts to Lori Kloos, Vice President for Administration, at 320-308-5026 or lkloos@sctcc.edu, or Deb Holstad, Human Resources Director, at 320-308-3227 or dholstad@sctcc.edu. Employees found to have committed a dishonest act shall be subject to sanctions, restitution and other remedies as deemed appropriate.
ACCEPTANCE OF GIFTS/FAVORS
Employees in the executive branch in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the state for any activity related to the duties of the employee unless otherwise provided by law. Refer to MN Statute 43A.38, subd. 2, http://www.revisor.mn.gov/stats/43a/38.html.

CONFIDENTIALITY
An employee in the executive branch shall not use confidential information to further the employee’s private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information. A breach of confidentiality violates the trust of our students and/or co-workers and may be subject to disciplinary action. Any questions regarding the release of student information should be referred to the Vice President for Student Affairs in office 1-401Y at 320-308-5580, and release of employee information to the Human Resources Director in office 1-403C at 320-308-3227.

TOBACCO, ALCOHOL OR OTHER CONTROLLED SUBSTANCES
St. Cloud Technical and Community College is a tobacco free campus. No tobacco of any kind is allowed to be used by students, faculty, staff or visitors anywhere on campus including building and grounds. MnSCU system policies and procedures prohibit the use or possession of alcohol or controlled substances on the campus except as specifically noted in system policy 1A.9 and system procedure 1A9.1. Employees who violate this policy are subject to disciplinary action, up to and including suspension or termination of employment. Employees seeking assistance with alcohol or substance abuse problems may be referred to the Employee Assistance Program or elsewhere for assessment and/or counseling.

WEAPONS POLICY
Possession or Carry of Firearms
Pursuit to Minnesota State College and University Board Policy 5.21 http://www.mnscu.edu/board/policy/521.html in accordance with the Minnesota Citizens’ Personal Protection Act of 2003, Minnesota Statutes section 624.714, and other applicable law St. Cloud Technical and Community College restricts the possession or carry of firearms.

Specifically, St. Cloud Technical and Community College prohibits possession or carry of dangerous weapons by any person on college property with the exception of those dangerous weapons carried by a law enforcement officer.

The class “dangerous weapons” includes, but is not limited to:
- any weapon that is illegal to possess
- any loaded or unloaded, assembled or disassembled, including pellet guns, BB guns, and stun guns; replicate firearms, as defined in Minnesota Statute 609.713
- any knives and other similar instruments, with a blade length of more than three inches, other than those normally present in the workplace
- any switchblade knife, brass or metal knuckles and similar weapons
- any bows, crossbows and arrows
• any explosives or explosive devices
• any throwing stars, numchucks, clubs, saps
• any other commonly used or intended for use as a weapon.

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

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

MISSION STATEMENT
In support of the College’s vision and mission, it is the Human Resource’s mission to support the total operation of the College in meeting its goals through its most valuable resource, its PEOPLE. Our goal is to assist the College in recruiting and retaining a high quality work force. The College aims to provide each employee a challenging career and a work environment that provides satisfaction in their lives and allows them to take pride and ownership in their work. The Human Resource Department will support the overall goals of the College by developing and administering a personnel program that focuses on quality customer service, supports professional growth for all employees and ensures fair and equitable treatment of all employees.

The St. Cloud Technical and Community College Human Resource Office is located in room 1-403. Staff names and contact information:

- Human Resource Director – Deb Holstad 320-308-3227 dholstad@sctcc.edu
- Employee Benefits, Faculty Credentialing – Bryce Fazekas 320-308-5993 bfazekas@sctcc.edu
- Faculty Salary and Leave Accrual – Julie Simonson 320-308-5464 jsimonson@sctcc.edu
- Human Resource Administrative Assistant – Sue Buckley 320-308-5480 sbuckley@sctcc.edu

Responsibilities of the office include:
- Labor Relations/Contract Administration
- HR Policy Development and Implementation
- HR Information System
- Staff Planning, Advising and Management/Postings, Recruitment and Searches
- Position Description Development, Advising, Reallocations, etc.
- Professional Development and Training
- Performance Management
- Benefits Administration (Compensation, Insurance, Workers’ Compensation, Retirement, etc.)
- Seniority Rosters
- Employee Orientation
- Tuition Waiver Administration
- Compensation Management
- Faculty Credentialing
- Employee Assistance Information

BARGAINING UNITS AND EXCLUSIVE REPRESENTATIVES
The primary goal of the State of Minnesota and its employees is to provide excellent public services. This goal can be achieved only when there is a cooperative relationship between state employees and management. In an effort to promote orderly and constructive relationships between public employers and their employees, the State of Minnesota grants public employees the right to organize into unions and choose representatives freely.
State employees are assigned to a “bargaining unit” based on the characteristics of their job. Some bargaining units are represented by unions or associations, while others are unrepresented. The state negotiates contracts with its bargaining units every two years. These contracts, known as collective bargaining agreements, are published in writing and outline the terms of employment, including salary and benefits. The state and labor unions also discuss important issues such as employee health care and civil service reform through cooperative labor-management committees.

The bargaining units for most state employees are:

**American Federation of State, County, & Municipal Employees (AFSCME), Council 5, AFL-CIO**
Bargaining Unit: 202, 203, 206, 207
Represents: Clerical, Maintenance, Service and Technical/Paraprofessional (Classified) Employees
Contact: AFSCME (www.afscmemn.org) (651-450-4990)
300 Hardman Avenue South, Suite 306, St. Paul, MN 55075

**Commissioner’s Plan**
Plan Unit: 217
Represents: Confidential Employees
Minnesota Management and Budget
http://mn.gov/mmb/employee-relations/labor-relations/labor/commissioners-plan.jsp
400 Centennial Building, St. Paul, MN 55155

**Minnesota Higher Education Board (HEB) for MnSCU Administrators**
Plan Unit: 220
Represents: MnSCU (Unclassified) Administrators
Contact: Mark Carlson, MnSCU (651-201-1827)
Email: mark.carlson@so.mnscu.edu

**Middle Management Association (MMA)**
Bargaining Unit: 216
Represents: Supervisory (Classified and Unclassified) Employees
Contact: MMA (www.mmamn.org) (651-222-3811) or (800-642-2373)
525 Park Street, Suite 333, St. Paul, MN 55103-2106

**Minnesota Association of Professional Employees (MAPE)**
Bargaining Unit: 214
Represents: General Professional (Classified and Unclassified) Employees
Contact: MAPE (www.mape.org) (651-227-6457) or (800-652-9721)
3460 Lexington Ave. N., Suite 300, Shoreview, MN 55126

**Minnesota State College Faculty (MSCF)**
Bargaining Unit: 210
Represents: Community & Technical College Faculty (Unclassified)
Contact: MSCF (http://www.minnesotastatecollegefaculty.org/) or (800-377-7783)
55 Sherburne Avenue, St. Paul, MN 55103
PERFORMANCE EVALUATIONS

Classified and Unclassified Professional/Supervisory Employees
The State of Minnesota, per Statute 43A.20, requires an annual evaluation of all classified and unclassified professional/supervisory employees. To view this statute, go to http://www.revisor.mn.gov/pubs. From there you can enter 43A.20 in the “retrieve a section” location. The performance assessment process includes a review of the employee’s current position description and a performance management process, which focuses on continuous improvements; defines, develops, reviews and recognizes performance; and supports the individual, the work group, and the College.

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

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

PERSONNEL FILE
The Human Resource Office, office 1-403, maintains your official personnel file. It contains a variety of documents; including your application for employment and personnel forms you may have completed when you were hired, performance appraisals, and other miscellaneous personnel data. You may request to see your personnel file by contacting the Human Resource Office at 320-308-5480. Refer to your collective bargaining agreement or plan for more information on specific policy governing personnel files.

POSITION DESCRIPTIONS

Classified and Unclassified Professional/Supervisory Employees All classified and unclassified professional/supervisory employees must have a current and accurate position description on file with the Human Resources Office. The employee and their immediate supervisor also retain a copy.
DATA PRACTICES

College’s Obligation
Institutions must collect, disclose and retain government data in compliance with state and federal law. More specifically, institutions must understand what information must be given to individuals when collecting data is classified (ex. public, private, etc.), to whom data may be released, and what data must be retained for Educational and Personnel records are governed by the Minnesota Government Data Practices Act (MGDPA) MN Statute, chapter 13 http://www.revisor.mn.gov/pubs. Educational data is also covered under the federal statute commonly known as the Family Educational Rights Privacy Act (FERPA) CFR 43, http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

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

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

What is educational data?
Educational data are all records which:
1. contain information directly related to a student; and
2. maintained by an educational agency or institution or a person acting for such agency or institution.

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

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

Data in these five categories may also be private. For more detailed descriptions of these exceptions, please consult with the appropriate personnel; your supervisors, Deb Holstad in Human Resources at 320-308-3227, office 1-403C, for employee data; or Lana Feddema in Registration at 320-308-1595, office 1-401M, for student data.

What is personnel data?
Personnel data refers to data on individuals collected because the individual is or was an employee of or an applicant for employment of, performs service on a voluntary basis for, or acts as an independent contractor with a state agency, statewide system or political subdivision or is a member of or an applicant for an advisory board or commission.
When can I disclose data?
Data that has been classified as public may be disclosed to anyone who requests access. Data that is classified as nonpublic, private or confidential must not be disclosed unless the requesting party has authority to access the data. If you have any questions about whether data is public or not, you should not disclose the information until you have consulted with the appropriate personnel on your campus. In general, student and personnel data will be private and should not be disclosed without express authority to do so. This means you should not talk about individual students or employees except to those within the college (an agent, employee or certain contractors) who have a legitimate need to know. The school’s foundation is not an agent, employee or contractor who would be able to gain access. The MnSCU system office is permitted access when there is a legitimate reason to share the data with that office. A Data Request form can be found at https://webapps.sctcc.edu/intranet/cgi-bin/login.pl under the College Policies section – the form is called Public Data Request Procedure and Form.

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

What if I receive a request for data?
You should forward the request to the appropriate administrator on your campus immediately as the law requires a response to requests within a short time frame. Requests regarding employee data should be forwarded to Deb Holstad, Human Resources, 320-308-3227, office 1-403C. Requests regarding student data should be forwarded to Lana Feddema, Registrar, 320-308-1595, office 1-401M. If a student who is in your class or if your advisee asks for access to private data about him/herself, you should provide access. In most cases, however, you should not attempt to respond to the request.

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

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

What about my personal notes?
Records about a student that are kept in the sole possession of the maker of the record are not accessible to any other person except a temporary substitute, and are only kept for one year, can be kept confidential (i.e., not disclosed to anyone including the student who is the subject of the data). You may disclose them to the student if you wish but you may not disclose them to any other individual.
What about people who work with me?
Make sure clerical workers and student workers who come in contact with data on other students or employees know their obligations to keep information private.

What laws govern the subject of data practices?
Data practices are governed by the Minnesota Government Data Practices Act (Minnesota Statutes chapter 13) [http://www.revisor.mn.gov/pubs](http://www.revisor.mn.gov/pubs). Educational data is also covered under the federal statute commonly known as the Family Educational Rights and Privacy Act.

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

What about people who are dead (decedent data)?
Under the Minnesota Government Data Practices Act, private and confidential data about people who are dead becomes public ten years after their death AND 30 years after the creation of the data.
COMPENSATION

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

PAY DAY
Paychecks are distributed via electronic deposit according to a pay period schedule set by the Department of Finance. Employees are paid bi-weekly every other Friday. To access the current payroll calendar, go to http://www.mn.gov/mmb/accounting/payroll/calendars/.

ACCESSING YOUR PAY STUB
To access pay stub information, employees will go to https://www.state.mn.us/employee and sign in by typing a user ID and password. The user ID will be the employee’s eight-digit state employee ID number. You are assigned an employee ID number upon hire. If you do not know your employee ID number, please contact Human Resources at 320-308-5480, 320-308-5993 or 320-308-5464. Initially, the password must be at least eight characters. Employees may change their own password at any time.

DIRECT DEPOSIT
MN Statute 16A.17. Subd. 10 requires that all State employees receive 100% of their net pay through direct deposit. Direct deposit ensures that your pay is deposited in your bank account on payday Friday. The direct deposit authorization form is available on the employee self-service website https://www.state.mn.us/employee under other payroll – direct deposit, or by contacting Human Resources at 320-308-5480 or 320-308-5464.

HOURS OF WORK
Classified and Unclassified Professional/Supervisory Employees
Most full-time employees work five consecutive eight-hour days. The pay period covers two full workweeks, 80 hours for full-time employees. The pay period begins on Wednesday and ends 14 days later on Tuesday. Part-time employees are allocated a specific number of hours per fiscal year. Seasonal employees generally work during the academic year; August through May. Schedules are determined and approved by your immediate supervisor.

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

OVERTIME/COMPENSATION TIME
The Fair Labor Standards Act (FLSA) sets forth the provisions for compensation for time-and-a-half and overtime and determines who is subject to and who is exempt from the Act. Rates and standards vary among the collective bargaining agreements. Consult your supervisor and collective bargaining agreement or plan for specific information. Faculty and administrator positions are exempt from FLSA and are therefore not eligible for overtime compensation.
PAYROLL DEDUCTIONS
Payroll deductions occur in the following order:

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

TIME KEEPING
**Classified and Unclassified Professional/Supervisory Employees**
All classified and unclassified professional/supervisory employees complete and submit an electronic time sheet at the end of each pay period. Consult the Human Resources office or your supervisor for directions on completing the time sheet. You may access your electronic time sheets at https://webproc.mnscu.edu/essession/authentication.do?viewLoginForwardName=employeeLogin&campusId=208&postAuthUrl=http%3A%2F%2Fwebproc.mnscu.edu%2Fetimesheet%2Fsecure%2Flogin.htm%3Fcampusid%3D208%26login%3DY.

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

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

**WITHHOLDING/W-4 FORM**
All employees complete a W-4 at the start of state employment. Employees may change the number of exemptions at any time for any reason. The W-4 form is available on the employee self-service website https://www.state.mn.us/employee under other payroll – W-4 or by contacting the Human Resources office at 320-308-5480, 320-308-5993 or 320-308-5464.
**WAGE & TAX STATEMENT/W-2**
Employees can access and print their W-2 forms from the self-service website https://www.state.mn.us/employee under Other Payroll – W-2.

**UNION DUES/FAIR-SHARE**
Employees are placed in a bargaining unit as soon as the Appointing Authority (the College) anticipates they will work a sufficient amount of time to be eligible for bargaining unit inclusion. If you are placed in a bargaining unit, you will be required to pay a *fair-share percentage of* union dues. *This does not make you a union member; you will need to fill out a “Membership Enrollment Card” before you will become a union member.* Your union will provide you with membership information. If you have questions about union dues, please refer to your collective bargaining agreement or call your union representative.

**EXPENSE REIMBURSEMENT**
The employee expense report is used to obtain reimbursement for expenses while traveling or training on approved leave. Expense reimbursement forms are found at https://www.state.mn.us/employee and click on Other Payroll, Payroll Forms, and SEMA4 Employee Expense Report. Expenses include mileage (if appropriate), lodging, meals, and miscellaneous expenses as described in your collective bargaining agreement. Receipts are required for expenses. Receipts are to be attached to this form and signed by both the employee and supervisor. The employee and/or supervisor should indicate the cost center to which the expenses are to be charged. The reimbursement is paid on the bi-weekly paycheck.

**EMPLOYEE LEAVE AND BENEFITS**
The State of Minnesota compensates employees with more than pay. Many benefits are available through the Department of Employee Relations and other organizations. The amount the state spends for your insurance, retirement, medical and social security benefits is equivalent to approximately 40% of your salary. For example, if your annual salary is $40,000, the state pays approximately $16,000 towards your benefits. This does not include the cost of vacation and personal leave time, holidays, sick and other leave. Your benefits are an important part of your total compensation.
COMMUNICATING ABSENCES
Illness or Unforeseen Absence: All faculty and staff are asked to report an absence due to illness or other unanticipated reasons to their immediate supervisor prior to the start of their scheduled shift/day. In addition, a leave request form must be completed and submitted. All employees request and report leave use using the e-timesheet site, https://webproc.mnscu.edu/esession/authentication.do?viewLoginForwardName=employeeLogin&campusId=208&postAuthUrl=http%3A%2F%2Fwebproc.mnscu.edu%2Fetimesheet%2Fsecure%2Flogin.htm%3Fcampusid%3D208%26login%3DY.

HOLIDAYS
Classified and Unclassified Professional/Supervisory
Employees receive one floating holiday and 10 scheduled holidays each year. The scheduled holidays are:

- New Year’s Day
- Martin Luther King Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Holiday pay is pro-rated for part-time employees based on the number of hours which would have been worked in the pay period had there been no holiday. For holiday pro-ration questions please contact the Human Resources Office at 320-308-5993, or the Payroll Office at 320-308-3709.

LEAVES
Employer-Paid Leaves of Absence
(Refer to your collective bargaining agreement for specific information)

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

(Faculty)

- Sabbatical Leave
- Advanced Degree or Certification Leave
- Personal Leave
Unpaid Leaves of Absence
Classified and Unclassified Professional/Supervisory Employees: Refer to your collective bargaining agreement for specific information.

- Education
- Illness, injury or disability
- Parenthood
- Taking an unclassified state job
- Personal reasons
- Precinct caucuses or conventions
- Union leave
- Military duty

Faculty: Refer to your collective bargaining agreement for specific information.

- Military leave
- Other leaves of absence without pay
- Extended leaves of absence
- Parenting leave
- Religious holidays

Personal/Vacation Leave
Classified and Unclassified Professional/Supervisory Employees: Full-time employees receive between 13 and 29 days per year depending on length of service. Vacation leave is accrued in hours each pay period. Part-time employees receive vacation leave based on hours worked. To access leave balances go to https://www.state.mn.us/employee and click on leave balances, or you can also view your balances on your e-timesheet page.

MSCF Faculty: Each full-time faculty member will accrue two (2) days of personal leave each academic year. Personal leave may accumulate to 10 days but use shall not exceed 3 days in any semester unless an emergency arises, in which case a 4th or 5th day may be used if approved by the College president. Personal leave may be taken in ⅓ day increments. Personal leave is pro-rated for part-time faculty members in the bargaining unit.

Sick Leave (Classified and Unclassified Professional/Supervisory Employees) Full-time employees receive 13 days per year. Sick leave is accrued in hours each pay period. Part-time employees receive sick leave based on hours worked. Use cannot exceed the employee’s balance at the beginning of the pay period.

The collective bargaining agreements specify what can be approved as sick leave. Sick leave may also be used for bereavement leave in certain circumstances. Consult your collective bargaining agreement or the Human Resources Office for specifics on this provision.
**Faculty:** Upon initial employment, each full-time faculty member is credited with 20 days of sick leave allowance. At the beginning of the 3rd academic year of employment and each academic year thereafter, each full-time faculty member is credited with 10 days of sick leave. Unused sick leave may accumulate to a maximum of 112 days; sick leave earned over the maximum will be considered lapsed but shall be recorded to the faculty member’s credit. Consult the MSCF contract for more specifics about sick leave allowance and usage.

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

**PROFESSIONAL DEVELOPMENT AND TRAINING (STAFF DEVELOPMENT)**
St. Cloud Technical and Community College believes that quality and excellence occur in a continuous improvement climate and that professional development and training are inherently tied to the College’s mission, goals, strategic planning, work force planning, and the provision of quality instruction and services to our students and the public. It is the responsibility of the College management, the supervisor and the employee, working in partnership, to determine the professional development goals and training needs. To this end, the College has allocated budgets for professional development and training as follows:

- The respective faculty associations (local union) administer faculty development. Contact your local union representative for information and forms to apply for faculty development funds.
- Information explaining SCTCC’s Employee Tuition Assistance benefit can be found at https://webapps.sctcc.edu/intranet/cgi-bin/login.pl under College Use Forms and then under Human Resource Forms.

**TUITION WAIVER**
You may be eligible to receive a tuition waiver for yourself, your spouse, or your dependents if you meet the eligibility requirements outlined in your employment contract. If you are eligible, you are entitled to enroll on a “space available” basis in courses without payment of tuition. Refer to your collective bargaining agreement for specific tuition waiver provisions; i.e., number of credits that can be waived, where credits can be waived, etc. To submit a tuition waiver, go to the SCTCC intranet at https://webapps.sctcc.edu/intranet/cgi-bin/login.pl, go to College Links, select Show All, and select Tuition Waiver Request. You then need to log in using your StarID and password to enter your waiver information.

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

**Classified Employees**
The retirement plan for classified state employees is provided through the **Minnesota State Retirement System (MSRS).** You can get specific information about MSRS by contacting the Human Resource Office or
through their website at: www.msrs.state.mn.us. Public Employees Retirement Association (PERA) is the retirement plan for classified employees who merged into state government on or before 7/1/95. You can get information through their website at: www.mnpera.org.

Unclassified Professional/Supervisory Employees and Faculty
Participation in the retirement plan is mandatory for new employees in the above categories who are employed more than 25% of a full academic year, excluding summer session. Once eligible, employees have an option of retirement plans and must make an irrevocable decision to participate in either the Teacher Retirement Association (TRA), a Defined Benefit Plan, or the Individual Retirement Account Plan (IRAP), a Defined Contribution Plan. Once eligibility is met, an employee remains eligible to participate, even if the level of performance is less than 25% in subsequent years.

Teachers Retirement Association (TRA) is a “defined benefit plan” meaning that you are guaranteed a lifetime pension benefit, which is a specific percentage of your high-five average salary based on your age and years of service at retirement. For more information contact TRA directly at: Telephone (800) 657-3669 or (651) 296-2409; Fax (651) 297-5999; Postal Address: 60 Empire Drive, Suite 400, St. Paul, MN 55103-4000; or at the following website: www.minnestoatra.org.

Individual Retirement Account Plan (IRAP) is a “defined contribution plan” in which retirement benefits are based on the contributions made by yourself and the employer, and the investment performance of the investment vendor(s) you select and the performance of those investments. For more information, their website is www.tiaa-cref.org/mnsCU.

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

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

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

403(b) Tax Sheltered Annuity. This is a qualified retirement plan that is managed by MnSCU. You must sign up for salary deferral contributions and direct the investment of those contributions among the
various vendors. The current vendor through whom you can direct the investment of your account is TIAA-CREF, and their website is http://www.tiaa-cref.org/.

Application forms and materials for these plans can be obtained by contacting the Human Resource Office in room 1-403 or by going to the websites listed above.

**WORKERS’ COMPENSATION**

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

When you have been injured on the job, notify your supervisor immediately so that the process of caring for your injury may begin. A serious injury must be reported to the Department of Employee Relations within 48 hours after it occurs. A first report of injury form packet, found at https://webapps.sctcc.edu/intranet/cgi-bin/login.pl under the College Use Forms section, must be completed and submitted to Human Resources within 24 hours of injury. Medical practitioners must be notified that the injury was sustained on the job.

**HEALTH AND DENTAL INSURANCE**

The State pays for a large portion of health and dental insurance for the employee and eligible dependents. Go to http://www.mn.gov/mmb/segip to view employee benefit information. Contact the Human Resources Office or refer to your collective bargaining agreement for specific information on eligibility and level of employer contribution. Qualifying employees may continue these coverages at their own expense as an eligible retiree.

**OPEN ENROLLMENT**

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

**DDIR**

Your College DDIR (Designated Department Insurance Representative) is Bryce Fazekas. She is located in office 1-403G and can be reached at 320-308-5993 or bfazekas@sctcc.edu. Contact Annie directly if you have questions regarding benefits or open enrollment.

**OPTIONAL BENEFITS**

**Short-Term Disability Insurance**

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

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

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

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

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

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

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

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

Dependent Care Expense Account. This allows you to pay for certain dependent care expenses, such as childcare, with pre-tax dollars.
Medical/Dental Expense Account. This allows you to pay for certain un-reimbursed medical and dental expenses with pre-tax dollars.

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

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

- Termination of employment (for reasons other than gross misconduct)
- Layoff
- Reduction of hours causing ineligibility for benefits
- Dependent child no longer eligible as dependent due to change in age, student status, marital status, or financial support (in the case of a foster child or step child)
- Death of an employee
- Divorce or legal separation
- Change in spouse’s coverage

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

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

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

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

EMPLOYEE ASSISTANCE PROGRAM (EAP)
Each of us can be faced with life events that are difficult to manage. Relationship problems, work-related issues, parenting challenges, depression, grief, aging parent concerns, alcohol or drug use problems, and chronic health difficulties are just a few examples of common challenges that can diminish our abilities to effectively manage our activities from one day to the next. Every person has his or her own method of determining when it would be useful to seek outside help.
The State Employee Assistance Program (EAP) is a good place to start. The services of the State EAP are strictly confidential, cost-free, and available either by phone or at an office location near your home or workplace. The EAP counselor will work with you to develop a plan of action to solve your problems. In some cases, brief counseling (up to 3 sessions) at EAP may be all that is needed. In other situations, your EAP counselor may refer you for ongoing counseling through your health plan’s provider network or another mental health provider in your community. If you prefer, you may go directly to your health plan’s authorized mental health provider without first using the State EAP. The phone numbers for the EAP Management Call Center remain 1-800-657-3719 (greater Minnesota) or 651-259-3840 (metro). The EAP website is www.mylifematters.com. You can also receive information on EAP from the College’s Human Resource Office.

STATE EMPLOYEE HEALTH PROMOTION PROGRAM
The goals of the State Employee Health Promotion Program are to enhance the health of state employees and dependents, and to help contain health insurance and workers’ compensation costs. Minnesota Management and Budget (MMB), with the support of health promotion coordinators, and committees throughout the state, administer the program. Specific components include: health assessments, including health risk appraisals; education programs, such as smoking cessation, CPR/first aid training, medical self-care, and weight management; awareness programs and special events; and other activities that promote an environment and culture where healthy behavior is encouraged. You can visit the Minnesota Management and Budget (MMB) website at: www.mn.gov/mmb/segip/health-solutions/.

MISCELLANEOUS DISCOUNTS
You may be eligible for discounts on certain products and services, including rental cars, motels, and more. Check with the companies or organizations to find out if you are eligible for a government rate.

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

ESCORT SERVICE
St. Cloud Technical and Community College has made every effort to illuminate its parking lots at night. When you leave the building in the evening, for your personal safety we recommend you walk to your car in pairs or in a group. If no one else is available, you may ask the evening on-duty maintenance worker to escort you.

FOOD SERVICE
The St. Cloud Technical and Community College Food Service is open when classes are in session during the academic year. Food Service offers a selection of sandwiches, main dishes and salads. Vending machines are available whenever the campus is open.

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

St. Cloud Technical & Community College Foundation supporting St. Cloud Technical and Community College Students
The St. Cloud Technical & Community College Foundation is committed to ensuring that all St. Cloud Technical and Community College students have access to “The American Dream” – that of an education. The mission of the St. Cloud Technical & Community College Foundation is to partner with donors to invest in St. Cloud Technical and Community College students, programs, and faculty and staff to support students in achieving success and to build the economy of Central Minnesota and beyond. Employees are encouraged to support the foundation through payroll contributions. For more information please contact Sheila Saiko at ext. 85668 or SSaiko@SCTCC.edu. The Foundation also has information on the SCTCC website at http://www.sctcc.edu/foundation.

LIBRARY
St. Cloud Technical and Community College has a library which supports the curriculum, students and staff of the campus. Check out the hours and services at www.sctcc.edu/library. Community members are welcome to use library resources at the campus library or through the library website.

COMPUTER/TECHNOLOGY USE POLICY
The computer facilities at St. Cloud Technical and Community College are provided for use by currently enrolled students, faculty and staff of the college, for college-related activities only. Access to the equipment and technology provided in these facilities is a privilege. All students, faculty and staff are responsible for seeing that these facilities are used in an effective, efficient, ethical and lawful manner.

Failure to abide by any portion of this entire policy is prohibited. Students, faculty and staff who violate this policy will be subject to disciplinary procedures of the college and/or immediate revocation of Network privileges.
I. **Computer facilities and computer accounts:** Computer facilities (equipment, software and related computer technology) and accounts are owned by the College and are to be used for College-related activities only and are not to be used for commercial purposes or non-college-related activities. The following items relate explicitly to use of computer facilities and use of computer accounts:

A. All access to computer systems, including the issuing of passwords, must be approved by the MIS department. (Instructors wishing to add student accounts for instructional purposes should receive prior approval from the MIS department and that instructor agrees to take full responsibility for those accounts.) Users are required to take every precaution to secure their accounts, especially by keeping passwords private.

B. Computer equipment and accounts are to be used for the purpose for which they are assigned and are not to be used for commercial purposes or non-college-related activities. State statute (Chapter 43 A.38, Subd. 4) specifically stated that an employee shall not use or allow the use of state time, supplies, or state owned or leased property and equipment for the employee’s private interests or any other use not in the interest of the state, except as provided by law.

C. No one may use loopholes in computer security or knowledge of special passwords to damage computer systems, or obtain extra resources, to take resources from another user, or to use systems for which proper authorization has not been given. Any knowledge of these security issues for College networks should be reported to the MIS department immediately.

D. Under special circumstances, faculty or staff may be allowed to take college-owned equipment off-site. Approval to do this must be obtained from the department or group responsible for the equipment. The checkout of this equipment must be formally documented with the department chair or the designated personnel. All portions of this policy apply to usage of this equipment as well.

E. No one may deliberately attempt to degrade the performance of a computer system.

F. No faculty, staff, or student may load software on college-owned equipment unless the software is owned by or licensed to the College and having received written prior approval from MIS. Exceptions to this are:

   1. Evaluation software may be installed if prior written approval of the MIS department. Staff or faculty requesting software installed to Network must be present at the time of installation.

   2. Students may load classroom software under the direction and supervision of the instructor only.
G. No modification will be made to college-owned hardware without written approval of the instructor only.

H. Web pages will not be permitted unless authorized by the SCTCC web committee or the SCTCC webmaster.

I. No one may violate copyright laws and license agreements.

J. Any attempt to disguise the origin of a message by altering the user ID or domain name is prohibited.

K. Peer-to-Peer file sharing (P2P) is prohibited on the campus network at St. Cloud Technical and Community College. In addition, it is a violation of policy to use technology designed to circumvent the blocking of peer-to-peer file sharing.

L. Files/documents stored on the user’s local hard drive are the sole responsibility of the user. Information Technology Services will not be responsible for transferring, copying, etc., any files from the user’s local hard drive. Users should back up files stored on the local computer.

II. **Viruses**: All computers utilizing the St. Cloud Technical and Community College network must have at least the College approved vendor-supported anti-virus software installed and scheduled to run at regular intervals. In addition, the anti-virus software and the virus definition files must be kept up-to-date. Virus-infected computers will be removed from the network until they are verified as virus-free. Also, any computers found on the network without anti-virus software installed will be removed from the network until they have installed and updated the College approved, vendor-supported anti-virus software. Network administrators are responsible for creating procedures that ensure anti-virus software is run at regular intervals, and computers are verified as virus-free. Any activities with the intention to create and/or distribute malicious programs into SCTCC’s networks (e.g., viruses, worms, Trojan horses, spam, etc.) are prohibited and anyone found to have violated this policy will be subject to disciplinary action, up to and including termination of employment or expulsion from SCTCC.

III. **Electronic communications**: Electronic communication facilities (i.e., E-mail, talk, network news and Internet Relay Chat) are for college related activities only. Harassing messages must not be transmitted over the Internet or any college-owned network, on or off-campus. Inappropriate messages include but are not limited to:

A. Harassment message: Message that harasses an individual or group because of their sex, race, religious beliefs, national origin, disability or sexual orientation.

B. Non-college related messages: Messages that contain such items as, but not limited to: chain letters, receipts, announce “garage sales” or to advertise items for sale or rent that result in personal gain or revenue for non-college departments or programs.
If an individual wishes to participate in a news group of a controversial nature, he/she is encouraged to include a disclaimer within the text of any document that states the author is speaking for his/herself and not as a representative of the College.

This policy should not be interpreted as prohibiting transmissions protected by existing collective bargaining agreement provisions dealing with mailing privileges, nor shall it be used to deny access to recognized student organizations and related student service departments who wish to announce upcoming events that may be of interest to members of the college community. Users are, however, asked to take caution in directing their messages to large audiences and to avoid sending repeats of the same message as “reminders” to avoid causing unnecessary traffic on the network.

IV. **Internet usage:** The internet must be used as a learning and research tool for college-related activities only. The following items relate explicitly to the usage of the Internet.

A. No one may participate in any activity that violates the spirit of cooperation that is the basis of the Internet.

B. The individual user is responsible for his/her image on the Internet, as well as, the image of the College.

C. No one may deliberately attempt to degrade the performance of a computer system on the Internet including the College network.

D. No one may install any software or establish a TCP/IP resource on any campus network without the explicit consent of the MIS director. All addresses are administered by the MIS department. Users must adhere to the addressing conventions established by this department.

E. All users must adhere to all applicable laws, including federal copyright laws in using information obtained on the Internet.

Any faculty, student, or staff person who has Internet access is expected to comply with this item in the policy and the generally accepted policies and practices of the Internet.

V. **Confidentiality and/or Privacy:** Users are advised that the data stored or sent on the system is not private. There are a number of circumstances in which data stored on the system will be accessed by authorized individuals. Those circumstances include, but are not limited, to the following:

A. Performing administrative tasks, and/or routine system maintenance and related computer systems.

B. Monitoring use of the computer systems to determine whether the policies of the College, MnSCU, and/or state or federal law have been broken.
C. Monitoring use of the E-mail and related computer systems when it is necessary so that the College can provide its services or protect the rights or property of the College.

St. Cloud Technical and Community College makes no warranties of any kind, expressed or implied, for the computer facilities and resources it is providing. St. Cloud Technical and Community College will not be responsible for any damages that users suffer. This includes loss of data resulting from delays, non-deliveries, and mis-deliveries, or service interruptions caused by its own negligence or a user’s error or omission. Use of any information obtained via the Internet is at your own risk. St. Cloud Technical and Community College takes no responsibility for the accuracy or quality of information obtained through the internet services.

For additional policies see MnSCU Board Policy 5.22 Acceptable Use of Computers and Information Technology Resources and MnSCU Procedure 5.22.1 Acceptable Use of Computers and Information Technology Resources. (For Minnesota State Colleges and Universities (MnSCU) policies and procedures, go to http://www.mnscu.edu/board/policy/index.html)

COMPUTER WORKSTATION
Sharing your password and leaving your workstation unattended while logged into ISRS are both violations of current college and MnSCU policy and represents a risk to you and our students. It is extremely important that you do not give your passwords to anyone – this includes your network password. All employees are encouraged to enable password protected screen savers. For assistance enabling screen savers please contact the Information Technology Department by submitting an on-line work order through the Intranet at https://webapps.sctcc.edu/intranet/cgi-bin/login.pl. You need to login, go to College Links, MIS Help Desk and create your work order.

COMMUNICATIONS
The College will maintain an open communication process and structure that informs members of the College community, promotes interaction, and provides staff and students the opportunity to express ideas and influence decision-making. TechComm Today, the college weekly e-newsletter is distributed to all employees via SCTCC e-mail. The College decision making process and procedure can be found on the SCTCC intranet under college policies.

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

FACILITIES
The College has a Director of Facilities, Building Maintenance Supervisor, and a maintenance team that consists of a plant maintenance engineers, electrician, general maintenance/custodial workers and general repair workers. If you have concerns or special needs, please contact the Building Maintenance Supervisor at 320-308-1542. Maintenance Requests can be entered on the SCTCC Intranet at https://webapps.sctcc.edu/intranet/cgi-bin/login.pl under College Links.
OFFICE KEYS
All College employees will be issued keys for the areas to which they are assigned or responsible. Please see your supervisor on access and availability. You will be required to sign for the keys received. It is the responsibility of the employee to safeguard the use of the key(s) assigned. Keys must be returned at the end of the semester or academic year if faculty or staff will not be returning during the next academic period. Please notify your supervisor and the Safety Director at 320-308-6158 immediately if you lose your keys. Employees will be charged $5.00 to cover the replacement cost for each lost key.

PHOTO IDENTIFICATION BADGES
A Photo Identification Badge will be issued to all St. Cloud Technical and Community College employees. Employees will wear the photo ID badge at all times while working. The badge is to be worn above the waist (except where safety is an issue) and is not to be altered in any way (i.e. putting stickers or pins on the badge, etc.). The photo ID badge is the property of St. Cloud Technical and Community College and is to be surrendered upon resignation or termination. If an employee loses their photo ID badge, they are responsible for replacement at a fee of $10.00.

The primary purpose of the photo ID badge is to clearly identify ourselves as St. Cloud Technical and Community College employees to our customers and co-workers. Everyone’s cooperation in wearing their identification badges while at work will be expected. Through the combined efforts and compliance of employees of the college and its agents, our offices remain a safe and pleasant place to work.

Initial Issuance:
Identification badges will be issued at no cost to the employee. Upon orientation, new employees are required to go to the Campus Card Office in Room 1-131A to obtain a Photo ID Badge.

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

St. Cloud Technical and Community College charges all employees a parking fee to support the operation, maintenance and development of campus parking facilities. New employees may purchase a parking pass in the Business Office in room 1-401. Employees may request that the parking fee be taken as a pre-tax payroll deduction.

St. Cloud Technical and Community College assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at any time while it is operated or parked on the campus. All vehicles should be locked when left unattended. The College reserves the right to ticket and/or tow at the owner’s expense any vehicle in violation of established parking regulations. Persistent violators may also have their parking privileges denied or revoked.
Parking for Persons with Disabilities
In compliance with Minnesota Statute 169.346, use of handicap parking spaces is restricted **ONLY** to the vehicles with a valid state issued handicap license plate or displaying a state issued handicap certificate. **Quick errands, deliveries, or drop offs are not valid excuses for parking in or obstructing handicap spaces.** Minnesota State Law requires handicap parking spaces be enforced on a 24 hour basis, **seven days a week including holiday periods.** Violators will be ticketed and towed or immobilized. Temporary disability permits may be obtained from the Information Desk in the Main Lobby.

SAFETY
It is the goal of St. Cloud Technical and Community College to provide the employees and students with a safe and healthy work environment. Contact the college’s Safety Director for concerns about physical hazards, electrical hazards, fires and explosions, means of exits from the building and use of Personal Protective Equipment (PPE). The Safety Director’s office is in room 1-401G and the phone number is 320-308-6158. St. Cloud Technical and Community College also has a Safety and Health Committee, whose purpose is to promote awareness of safety on campus.

INCIDENT REPORTS
The State of Minnesota requires that we report any incident that happens on campus or off campus that could result in litigation against the State of Minnesota or any of its employees or agents. The incident report should be filled out within 24 hours of the incident, or as soon as possible after the incident occurs, and turned in to Lori Kloos, Vice President of Administration, office 1-401E and phone 320-308-5026. The report should be filled out by the person(s) witnessing the event or the person to whom it was first reported.

CRITICAL INCIDENT PLAN
St. Cloud Technical and Community College has a comprehensive critical incident plan. A copy of the Critical Incident Plan may be obtained by contacting the Safety Director at 320-308-6158.

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

TELEPHONE USE
The use of long-distance calling, including the WATS line, for personal use is strictly prohibited. For employees needing to make personal long-distance calls, use of a personal long-distance calling card is recommended. Work related long-distance phone calls are to be made by using an assigned long-distance ID Code. Long-distance ID codes are to be used for college business only and should not be shared with anyone. You are responsible for all calls listed under your ID Code. If it does become necessary to make long-distance personal calls they should be reimbursed at .10 per minute. Incoming toll free lines are provided for official business only. Personal calls using the toll free lines are not authorized.
Telephone and cellular phone bills will be reviewed periodically. Any indications of improprieties will be investigated and reported to the appropriate supervisor. Improper use will result in disciplinary action up to and including discharge. If it does become necessary to make cell phone calls they should be reimbursed at .31 per minute.

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

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

HOW TO ACCESS E-MAIL FROM HOME
To access your College e-mail from home you must have internet access and a password set on your Outlook e-mail account. From your home computer access the internet, type www.sctcc.edu in the address bar and hit enter. Choose the Employee Webmail link towards the bottom of the page under the “Links” section. You should now be at the Outlook Web Access login screen. Enter your username and password. Your username should be your first initial, last name@sctcc.edu . Your password is the same password you assigned to your e-mail account at work. If you need assistance logging into accounts or with any IT issue, the IT helpdesk for faculty and staff is in room 1-215. Phone assistance is available by calling 308-5972.

HOW TO ACCESS THE COLLEGE INTRANET FROM HOME
To access the College intranet from home you must have internet access and then follow these procedures: Access the internet at www.sctcc.edu. Choose the Employee Intranet link towards the bottom of the page under the “Links” section of the SCTCC homepage. You should be at the intranet login screen. Enter your username and password.

HOW TO ACCESS COLLEGE VOICE MAIL FROM HOME
To access your College voicemail account from home follow these steps: Dial (320) 308-5577 from any phone. The system will ask for your mailbox number – enter 8 plus the last 4 digits of your college phone number. The system will ask for your password. Enter it on your phone touchpad and press #. If this is your first login, enter your 7-digit phone number on your phone touchpad and press #. You should now be in your voicemail account. For more information regarding voicemail options go to: http://huskynet.stcloudstate.edu/telephone/voicemailInstructions.asp.

WEATHER EMERGENCIES/BUILDING EVACUATION POLICIES
In the event of the closing of the college because of a weather emergency, it is the responsibility of the administration to notify key personnel in each building of the closing. Below are the radio and television stations to tune into in case of inclement weather:
Radio Stations
WJON/WWJO
KNSI/KCLD
KNSR/KSJR
WVAL/WHMH
KASM
KLTF/KFML
WCCO Radio
KRWC
KWLM/KQIC/REAL
WCMN
CCTRYOK100

Television Stations
KSTP TV
KARE 11 TV
WCCO Channel 4

St. Cloud Technical and Community College asks everyone’s help if or when a building needs to be evacuated. The faculty in each classroom will make sure all challenged individuals are assisted in the evacuation. Faculty and staff will also ensure any challenged member of the faculty or staff will be given assistance in an evacuation.

Inclement Weather When the College in Not Closed
Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the campus has not been closed. Further, employees might be unable to get to work even though the campus is open. In such cases, personal leave or vacation leave may be granted, or if working conditions permit, the time may be made up at the discretion of the supervisor.

PURCHASING/TRAVEL PROCEDURES

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

PURCHASING PROCEDURES
In accordance with MnSCU Policy 5.14 Part 2, St. Cloud Technical and Community College complies with the following procedures for the purchase of goods, supplies and equipment. No goods or services can be ordered in the name of St. Cloud Technical and Community College without a written Purchase Order issued from the Business Office.

Purchase Limit Terms
Dollar Value of Purchase:

1. Less than $500 for an individual item, or less than $1,000 for a single order
   One verbal quote from the open market.
2. **$500 for an individual item, or $1,000 for a single order, but less than $3,000 per order**
   One written quote. A written quote, fax or published catalog price are acceptable. Requests for quotes must have a specified date and time of submission. Documentation must be kept by the Business Office and maintained until audited.

3. **Purchases of $3,000 or more, but less than $10,000 per order**
   Two written quotes. A written quote, fax or published catalog price are acceptable. Requests for quotes must have a specified date and time of submission. Documentation must be kept by the Business Office and maintained until audited.

4. **$10,000 or more, but less than $50,000 per single order**
   A minimum of two vendors need to be contacted for written quotes. A written quote, fax or published catalog price are acceptable. Requests for quotes must have a specified date and time of submission. Documentation must be kept by the Business Office and maintained until audited. Solicitations from Targeted Group/Economically Disadvantaged (TG/ED) vendors will conform to the goals published by the Chancellor.

5. **$50,000 or more per order**
   Sealed bids must be done through the Business Office in a manner consistent with the Uniform Municipal Contracting Law, Minnesota statute, other pertinent statutes, and public purchasing guidelines.

   All purchase order requests require the authorization signature of the dean or director for that department. Purchases over $5,000 also require a Vice President’s approval signature. Purchases over $10,000 also require the President’s approval signature. All purchases of land and real property must have approval of the President.

M.S. 16A, Subd.1 prohibits the state from paying in advance. The state can only make prepayments for software or software maintenance contracts for state-owned or leased computer equipment, sole source maintenance agreements, exhibit space, subscription fees for newspapers and magazines and the Library of Congress.

To initiate a purchase, complete a purchase requisition form found on the SCTCC intranet site at https://webapps.sctcc.edu/intranet/cgi-bin/login.pl under College Use Forms. For more information regarding the purchasing process, contact the Business Office at 320-308-5973.

**Purchases for Travel or Lodging:** All purchase order requests for travel or lodging must have a copy of the travel request form and agenda attached.

**Lease of Equipment:** Leasing of equipment must be done through the Business Office. Records of the leases will be kept per the records retention policy.

**State Contracts:** If state contracts are used, quotes, bids and TG/ED requirements are unnecessary.
**Sole Source Vendors:** Sole source vendors must be verified and documented. A sole source vendor is described by MN Statute 16B.08, Subd.2 Single source of supply. It states that competitive bidding is not required for purchases clearly and legitimately limited to a single source or supply and the purchase price may be best established by direct negotiation. Written quotations from sole source vendors are needed on orders over $500 for individual items (in order to comply with the Uniform Commercial Code), and on orders over $1,000 for single purchases.

**Brand Names:** Instructors may specify a specific brand, model or manufacturer in order to meet specific learning objectives for the course.

**Definition of Fixed Assets:** Property (other than buildings and land) that costs $10,000 or more, including tax and shipping charges, has a normal life expectancy of more than two years and maintains its identity while in use. Purchases of items considered “sensitive” (computers, etc.) that cost between $500 and $9,999 should be coded to object code 3006 (equipment purchased as supplies). Purchases of $10,000 or more must be coded to object coded 4000 (equipment). Items purchased using these two object codes must be marked as property of the State of Minnesota and are required to be maintained in the equipment module of ISRS.

**Blanket Purchase Orders:** Blanket purchase orders can be set up for vendors that are used frequently. Purchase orders for a fixed dollar amount may be set up for a maximum of one year but no later than the end of the current fiscal year. Equipment may not be purchased with a blanket purchase order. Blanket purchase orders should not exceed $3,000 and no individual item of $500 on a single order for goods or supplies may be purchased with a blanket purchase order. Blanket purchase orders for auxiliary and resale cost centers are excluded from the $3,000 limitation. Payments may be made to the vendor only after the goods or services have been received. Indicate “Partial Pay PO# ______” when authorizing payment. Cancel any unused portion of the blanket purchase orders as soon as possible. Blanket purchase orders may be increased on an exception basis, but must be approved by the department dean and a vice president.

**Approval for Payment:** When approving invoices for payment, include on the invoice: occurrence date, purchase order number, payment approval signature (initial), and date of approval. Packing slips must be attached or an explanation for why one is not included with the request for payment. Upon approval for payment, unencumber any remaining funds on the purchase order by requesting on the invoice that the remaining funds are to be liquidated. If requesting a pull warrant, indicate where the payment should be sent on the purchase order request form. In requesting a pull warrant, two signatures are required on the Warrant Special Handling Request form (filled out by the Business Office). Lori Kloos, Sharon Harris, and Duane Dahlstrom have the authorization to sign the form.

**Maintenance Contracts:** Contracts for the service and maintenance of college equipment (e.g., copiers) or other kinds of service agreements (e.g., laundry) should not have an expiration date extending past the end of the fiscal year (June 30). In certain cases the college may be able to obtain a considerable discount for a multi-year contract or in cases where a vendor is unwilling to enter into a single-year contract. In these cases, exceptions may be made to the fiscal year rule. The Business Office must be involved in the wording for these contracts so that they are legal and enforceable. Any deviation from this policy must be handled by the Vice President of Administration.
The Vice President of Administration must be given a copy of all maintenance agreements attached to a purchase order. The Business Office will keep these agreements on file for enforcement and budgeting purposes. Maintenance contracts must be signed by the President or designee. A contract signed by a person who has not received that delegation of authority is the personal obligation of the signer. St. Cloud Technical and Community College’s purchasing procedures will comply with MnSCU policy even if they are not specifically mentioned by college procedure statements.

EQUIPMENT
Equipment has a normal useful life expectancy exceeding two years and maintains its identity while in use. All equipment with a cost or value of $10,000 (legal policy) and over will be tagged with a State of MN asset tag.

Equipment with a cost or value of $500.00 - $9,999.99 which may be considered as a sensitive item will also be tagged with a State of MN inventory sticker. Some items that may be considered sensitive are cameras, computers, microscopes and high-tech computer peripherals.

STATE-OWNED VEHICLE USE
The College has a fleet of vehicles available for work related travel. In most cases a vehicle can be checked out with the Business Office, room 1-401G. The Business Office phone number is 320-308-6158.

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

A Motor Vehicle Report must be run and approved by MnSCU Risk Management. To obtain the required forms go to www.sctcc.edu/safety. Under the Fleet Vehicle Safety tab, you will find the Fleet Vehicle Safety Policy and Vehicle Use Consent forms. Should you have any questions, contact your supervisor.

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

State-owned vehicles are Smoke Free.
A
Absences ............................................ 19
Access College Intranet from Home .... 34
Access College Voicemail from Home ..... 34
Access Email from Home ....................... 34
Accessing Leave Balances
(Faculty & Admin.) .............................. 19
Accessing Pay Stub Information .......... 16
Accidental Death & Dismemberment
Insurance .......................................... 24
Accommodations .................................... 4
Accreditation ....................................... 2
Affirmative Action ................................ 4
AFSCME ............................................. 11
Alcohol ............................................... 8
Appeals ............................................. 5

B
Bargaining Units ................................. 10
Benefits (Employee) ............................ 18
Benefits (Optional) ............................ 23
Bookstore ......................................... 27

C
Classifications ................................. 10
Closing (emergency) ......................... 34
College Foundation .......................... 27
Commissioner’s Plan .......................... 11
Communications ............................. 31
Comp. Time ..................................... 16
Compensation .................................. 16
Computer/Technology Use Policy .... 27
Computer Work Station ..................... 31
Confidentiality ................................... 8
Controlled Substances ...................... 8
Credit Union ..................................... 25
Critical Incident Plan ....................... 33

D
Data Practices ................................. 13
DDIR ............................................ 23
Deductions (Payroll) ......................... 17
Dental Insurance .............................. 23
Direct Deposit .................................. 16
Disabilities ..................................... 4
Discounts ........................................ 26
Discrimination ................................. 7

Dress ............................................. 33
Dues (Union) ................................. 18

E
E-mail ............................................. 34
Emergency Closings ......................... 34
Employee Assistance Program (EAP) ... 25
Encumbering Funds ......................... 35
Equal Opportunity .......................... 4
Equipment ..................................... 38
Escort Service .................................. 27
Ethics .......................................... 7
Evaluations (Performance) ............. 12
Expense Reimbursement ................ 18

F
Facilities ...................................... 31
Family Medical Leave Act ................ 21
Favors .......................................... 8
Food Service .................................... 27
Foundation ..................................... 27
Fraudulent & Dishonest Acts ........ 7

G
Gifts .............................................. 8
Goals (Mission) .............................. 2

H
Harassment Statement ..................... 7
Health Care Savings Plan .................. 25
Health Insurance ............................. 23
Health Promotion Program ............ 26
HEB ............................................ 11
History ....................................... 2
Holidays ....................................... 19
Hours of Work ................................ 16
Human Resources ........................... 10

I
Identification Badges .................... 32
Incident Reports ............................ 33
Insurance (Health & Dental) ........... 23
Insurance (Optional) ....................... 23
Internet Use ................................. 30
Introduction ................................... 2
IRAP ......................................... 22