



Pine Technical College
HUMAN RESOURCES

Employee Handbook

TABLE OF CONTENTS

Table of Contents	2 – 5
Employee Handbook Signature Page	6
Employee Handbook General Information	7
Pine Technical College Foundation	7
Pine Technical College Mission, Vision, Values and Strategic Goals	8
Minnesota State Colleges and Universities (MnSCU)	
• Mission Statement	8
• Vision and Valuing Diversity (EEO Statement)	9
1B.1 Non-Discrimination in Employment and Education Policy	10
1B.1. 1. Report/Complaint of Discrimination/Harassment Investigation and Resolution Policy ...	13
Pine Technical College’s Designated Officers	21
Drug/Substance Free Workplace	21
Violence Prevention	21
Smoking Policy	21
Workplace Safety/Employee Right to Know	22
Campus Safety	22
Fraud Prevention and Statement of Ethics	23
Dishonest Acts Contact Persons	23
Notification of Legal Actions	23
Confidentiality and Data Privacy	23
Campus Communications	24
Campus Announcements	24
Campus Mailroom	24

TABLE OF CONTENTS, continued

Campus Copiers	24
Campus Parking Fee/Payroll Deduction (Student Services provides a parking map)	24
Fleet Safety Motor Vehicle Records (MVR) Check Procedure	24
College Vehicle Sign-Out	25
Custodial Services	26
College Committees	26
Department Budgets	27
Travel Management	27
State Sales Tax Information	27
STAR ID	27
Computer Usage	28
• Acceptable Use of PTC Technology Resources	28
• Obtaining Support	28
• Checking Out Equipment	28
• Disability Services	28
• Purchasing Technology Related Products	28
• Data Retention, Storage of Files	29
• Disposal and Transfer of Computer Data Storage Media	29
• Web Publishing	29
Learning Resource and Technology Center	29
• Collection Development	29
• Research Databases	29
• Computer Use/Study Area	29
• Technology Equipment	30
• Circulation Policy	30
Cleanliness of Labs and Classrooms	30
Classroom Management	30
Faculty Schedules	30

TABLE OF CONTENTS, continued

Student Support Services	30
• Tutors.....	30
• Accommodations.....	30
Work-Study Students	31
Payroll	31
• E-Time Reporting.....	31
• Direct Deposit and Paycheck Distribution.....	31
• Payroll Deductions.....	31
• Income Tax Withholding/W-4 Form.....	31
• Reciprocity Agreements.....	32
Collective Bargaining Units	32
Hours of Work, Overtime and Absences	
• Hours of Work.....	32
• Overtime.....	33
• Absences.....	33
Non-Faculty (Refer to appropriate collective bargaining agreement for more information).....	34
• Holidays.....	34
• Vacation Leave.....	34
• Sick Leave.....	34
• Other Paid Leaves of Absence.....	34
• Unpaid Leaves of Absence.....	35
Faculty	35
• Personal Leave.....	35
• Sick Leave.....	35
• Bereavement Leave.....	36
• Advanced Degree or Certification Leave.....	36
• Other Paid Leaves of Absences.....	36
• Unpaid Leaves of Absences.....	36
Employee Benefits	36
• Health and Dental Benefits.....	37
• Life Insurance.....	37
• Optional Benefits.....	37
• Right to Continue Benefits.....	37
• Tax Deferment Options.....	37
• Retirement.....	38

TABLE OF CONTENTS, continued

• Tuition Waivers	39
• Workers' Compensation	39
Employee Assistance Program	40
Weather Emergency or Cancellations	40
Star Alert	40
Lost and Found	40
Administration	41
Local "Experts" List	42

EMPLOYEE SIGNATURE PAGE

PINE TECHNICAL COLLEGE EMPLOYEE HANDBOOK

The Human Resources Employee Handbook provides

1B.1 Nondiscrimination in Employment and Education Policy and the Procedure

1B.1.1. Report/Complaint of Discrimination/Harassment Investigation and Resolution

and

the names, titles and office location of designated officers.

I have received information regarding the College's policies and understand the E
Employee Handbook is accessible on Pine Technical College's website.

Employee Name Printed: _____

Employee's Signature: _____

Date: _____

*This page must be printed, signed, and forwarded to the Human Resources office.
Thank you!*

This document is available in alternative formats to individuals with disabilities
by calling 800-521-7463 or TTY 320-629-1030

EMPLOYEE HANDBOOK GENERAL INFORMATION

Welcome to Pine Technical College! This handbook has been developed as a guide to answer some of the many questions you will have about the College. Please review the handbook and keep it available as a reference. If you have any questions, please ask either your supervisor or a Human Resource employee. In some departments, an additional handbook will be provided that contains information specific to your position at the College, i.e. the Faculty Ready Reference Guide.

All of the College policies can be found on our website at www.pinetech.edu. Many of them will be included and discussed in the handbook. However, please consult the web site for the most current and complete information on these policies. All employees are accountable for knowing and following them.

This handbook should not be considered an employment contract. All policies and procedures are subject to change at any time by appropriate action of the College administration, the Minnesota State Colleges and Universities Board of Trustees, or the Minnesota Legislature. The collective bargaining agreements govern the employment relationship and supersede any information contained in this handbook. Please refer to these agreements for further information and keep them available for reference.

COLLEGE FOUNDATION

The Pine Technical College Foundation envisions expanded opportunities for students at the College and for those who wish to become students. It is a partner to the College providing leadership in education in the region. The Foundation will become a collaborator in building programs, services and facilities that benefit students, faculty, business and industry and the community, creatively assisting and collaborating with College faculty, employee, and administration to enhance college life and the College's place in the community. For more information, contact Dr. Robert L. Musgrove, College President, at 320-629-5120 or the President's Executive Assistant, Sandra Carlisle at 320-629-5140.

PINE TECHNICAL COLLEGE

Mission Statement

Our mission is to provide superior education and social services that enhance the communities we serve.

Vision

Pine Technical College will be a vibrant, comprehensive college and community resource for quality education and services that improve lives and empower learners.

Values

Pine Technical College firmly believes that knowledge improves lives; thus, we are committed to the following values:

- Respect the dignity and worth of each individual
- Honor the needs of those we serve
- Maintain integrity in all endeavors
- Provide quality education and services
- Respond to change
- Share our passion for learning and service

Strategic Goals

Growth

Pine Technical College will grow in a planned and sustainable way that ensures quality service and program development.

Assessment

Pine Technical College will enhance student learning, program development, and quality of services through a system of continuous assessment and improvement.

Partnership

Pine Technical College will support regional economic development and program innovation through collaboration with new and current partners.

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Pine Technical College is a member of the Minnesota State Colleges and Universities System

Mission Statement

The system's mission is to provide the diverse citizens of Minnesota the benefits of high quality, accessible, future-oriented higher education; relevant research; and community service.

The Minnesota State Colleges and Universities system of diverse institutions offers unequalled breadth, variety, and quality of educational opportunities across the state. Collectively, and in partnership, the system offers learning opportunities for a technologically sophisticated world that result in:

- Contributing and empowered citizens
- Active participants in a democratic society

Educated, skilled, and adaptable workers
Innovative lifelong learners
Practical research and development
Successful communities

Vision

Minnesota State Colleges and Universities will be the preferred pathway to higher educational opportunities and a valued partner in statewide economic development and community building.

The uniqueness and diversity of the Minnesota State Colleges and Universities and the power of a unified system will enable the System to excel as the most accessible, highest quality, and innovative education provider in the region.

Valuing Diversity (EEO Statement)

Minnesota's colleges and universities have accepted special roles and responsibilities in fostering diversity in our society. We are dedicated to the search for knowledge and the rights of every individual in our learning communities to pursue that search with freedom, dignity, and security, regardless of race, gender, 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 in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd.23. Representing all sectors of higher education in Minnesota, we publicly declare our intention to:

- ▶ continue the development of multi-cultural learning communities that will not tolerate acts of harassment
- ▶ establish, communicate and enforce standards of behavior for students, employee and faculty that uphold our academic values and our legal obligations; and
- ▶ promote the acceptance and respect for individuals in an atmosphere of caring for others.

1B.1 Nondiscrimination in Employment and Education Policy

Part 1. Policy Statement. Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, employee and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or 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, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university non-discrimination policies.

Part 2. Definitions.

Subpart A. Consensual Relationship. A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges

provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart C. Discriminatory harassment. Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee. Minnesota State Colleges and Universities personnel include all faculty, employee, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Subpart E. Protected Class. Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall

comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

Subpart H. Student. "Student" means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Part 3. Consensual Relationships. An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

The chancellor shall establish procedures to implement this policy. The nondiscrimination in employment and education opportunity policy and procedures of colleges and universities shall comply with Policy 1B.1 and Procedure 1B.1.1.

Procedure 1B.1.1. Report/Complaint of Discrimination/Harassment Investigation and Resolution

Part 1. Purpose and Applicability.

Subpart A. Purpose. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability. This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions. The definitions in Board Policy 1B.1 also apply to this procedure.

Subpart A. Designated officer. Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor.

Subpart B. Decision maker. Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Prior to serving as a decision maker for complaints under this procedure, administrators must complete decision maker training provided by the Office of the Chancellor.

Subpart C. Retaliation. Retaliation means any action against a complainant or other individual because the individual:

- a. Participated in the investigation or resolution of a complaint under this procedure;
- b. Opposed conduct the individual believes was in violation of Board policy 1B1.; or
- c. Associates with another individual who is protected from discrimination under

Policy 1B.1.

Part 3. Consensual Relationships. Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted. Examples of prohibited consensual relationships include, but are not limited to:

· An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life employee); · A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and · A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible. This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting Incidents of Discrimination/Harassment.

Subpart A. Reporting an incident. Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, college, or university.

Subpart B. Duty to report. Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president. A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports against Office of the Chancellor Employees or Board of Trustees.

For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited. Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to Representation. In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution. The Office of the Chancellor, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another Office of the Chancellor, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.
3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
 - a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
 - b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
 - c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
 - d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.
4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, college or university.

5. Information provided to the respondent. At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:

- a) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
- b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
- c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
- d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
- e.) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.

6. Investigatory process. The designated officer shall:

- a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
- b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
- c.) create, gather and maintain investigative documentation as appropriate;
- d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
- e.) handle all data in accordance with applicable federal and state privacy laws.

7. Interim Actions.

a.) Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be

Page 6

Procedure 1B.1.1

given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

b.) Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class

days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. No basis to proceed. At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

Subpart D. Resolution. After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the Office of the Chancellor, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process. If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. **Designated officer.** The designated officer shall:
 - a.) prepare an investigation report and forward it to the decisionmaker for review and decision;
 - b.) take additional investigative measures as requested by the decisionmaker; and
 - c.) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. **Decisionmaker.** After receiving the investigation report prepared by the designated officer, the decisionmaker shall:
 - a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:

1. a request that the designated officer conduct further investigative measures;
 2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
 3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
- b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;
 - c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
 - d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
 - e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.
 - f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

Part 7. Office of the Chancellor, College, or University Action. The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B1.1, as well as allegations of retaliation. Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of *Procedure 1B.1.1* Chancellor, college or university. In accordance with state law, the Office of the Chancellor, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal.

Subpart A. Filing an appeal. The complainant or the respondent may appeal the decision of the decisionmaker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an

appeal may be considered by the chancellor whether or not the chancellor served as the decisionmaker.

Subpart B. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process. The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and Training. The Office of the Chancellor, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of Board Policy 1B.1 and this Procedure. Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the Office of the Chancellor and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

Part 11. Maintenance of Report/Complaint Procedure Documentation. During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the Office of the Chancellor, college or university in accordance with the applicable records retention schedule. Access to the data shall be in

accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

Pine Technical College's Designated Officers

Designated officer means an individual designated by the President to be primarily responsible for conducting an initial inquiry. **The name, title, and office location of Pine Technical College's designated officers are listed below.**

Employee Discrimination/Harassment, Violence, and Accommodation Requests

Penny Hudlow, Director of Human Resources

Administration Office, Room 41

320-629-5115 or hudlowp@pinetech.edu

Pine Technical College's Designated Compliance Officer's continued

Student Discrimination/Harassment or Violence

Nancy Mach, Dean of Student Affairs

Student Services, Room 35 or machn@pinetech.edu

Student Accommodation Requests

Gloria Baker, Director of Disability Services

Student Services, Room 33

320-629-5174 or bakerg@pinetech.edu

DRUG/SUBSTANCE ABUSE-FREE WORKPLACE

In order to comply with federal and state law, employees are prohibited from engaging in the unlawful activity involving drugs or alcohol in conducting any college activity. This includes manufacture, distribution, dispensing, possession or use of illicit drugs and use of alcohol. Alcoholic beverages cannot be transported in a state owned or rented vehicle. Use of alcohol in laboratory and classroom instruction and experiments is not prohibited under this policy. A violation of this policy needs to be reported to the immediate supervisor and/or the appropriate administrator. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment. Employee with alcohol problems may be referred to the Employee Assistance Program.

VIOLENCE PREVENTION

It is the policy of Pine Technical College to restrict the carrying of firearms on college property in order to insure a safe environment. No person is permitted to carry or possess a firearm on Pine Technical College property except as provided in Pine Technical College Policy 116, which can be found at <http://www.pinetech.edu/assets/files/POL116r1.htm>.

SMOKING POLICY

By state law, people cannot smoke inside public buildings. Those who do wish to smoke do so only in the designated smoking areas. The two designated areas are in front of the garage located on the

north parking lot and in the back of the building behind the Automotive and Machine Tool shops. The No-Smoking policy applies to smokeless tobacco and the use vehicles owned or leased by the State.

WORKPLACE SAFETY/EMPLOYEE RIGHT-TO-KNOW

The Employee Right-to-Know law was adopted to ensure that all employers provide their employees with information about the hazards associated with their work environment. The law requires employers to evaluate their workplaces for the presence of hazardous substances, harmful physical agents, and infectious agents and provide training to employees concerning those substances or agents to which they may be exposed. Written information on hazardous substances must be readily accessible to employees through material safety data sheets (MSDS). Employees have a conditional right to refuse to work under imminent danger conditions.

Please take the time to discuss specific workplace hazards with your supervisor. Your supervisor will provide you with the College's safety policies and procedures and will arrange for any necessary safety training. The College will also provide you with any necessary personal protective equipment. It is your responsibility to follow the College's safety policies and to use all assigned personal protection equipment properly.

To assist you with any questions you may have about workplace hazards in emergency situations or how to safely work with a particular product, the State of Minnesota contracts with a vendor to provide a 24-hour Health and Safety Information Hotline. This service is free of charge to employees and state agencies. The hotline can be reached at 1-888-673-7466. The College's Safety Coordinator is the Physical Plant Supervisor and he can be reached at Extension 155.

CAMPUS SAFETY

PTC attempts to provide all of its employees and students with a safe and secure educational and working environment. Students and employees are provided with information regarding policies, procedures, techniques, and other information related to frequency of incidents and how to handle, report, identify, and prevent incidents of violence, harassment, and intimidation. Students have access to a report of campus crime, information designed to assist them in preventing victimization, information dealing with incidents should they become a victim, and available assistance from the college personnel. This information is available to each student on the PTC website at www.pinetech.edu

Information on Level 3 sex offenders can also be accessed on the PTC website at www.pinetech.edu. Students and employee are encouraged to report any criminal actions or other emergencies occurring on campus to the college administration. It is the policy of the college administration to engage local law enforcement authorities as appropriate.

Refer to the PTC Policies 109 and 110 for specific procedures regarding fire, natural disasters, tornado, and bomb threat or disturbance.

After-hours access to the building is very limited and will be determined on an individual basis by the administration. Please see your supervisor for more information.

FRAUD PREVENTION AND STATEMENT OF ETHICS

Pine Technical College is 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), PTC Policy 1C.2 Fraudulent or Other Dishonest Acts, 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. Based on the State of Minnesota policies 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 nor for other personal use.

Employee reporting of suspected fraudulent or other dishonest acts

An employee with a reasonable basis for believing fraudulent or other dishonest acts have occurred has a responsibility to report the suspected act in a timely manner. Reports should be made to the employee's immediate supervisor or manager, unless the employee suspects that the supervisor or manager has participated in or condoned the act. In that case, the employee should report the matter to the next highest level of supervision or management or directly to the Director of Human Resources. Employees are encouraged to report matters through their supervisors, but may report any matters directly to the Director of Human Resources. This policy shall not prohibit prompt notification to appropriate authorities when an immediate threat to personal safety exists or other circumstances justify such notice. Upon discovering evidence of possible fraudulent or dishonest acts, employees should not confront individuals suspected of wrongdoing or initiate fraud investigations on their own because such actions may compromise any ensuing investigation. Employees shall not make statements or disclosures knowing they are false or in reckless disregard of the truth.

DISHONEST ACTS CONTACT PERSONS

Contact person is President Robert Musgrove at extension 120, in the absence of the President, to a College official as listed on the PTC Chain of Command Policy 107 . This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists.

NOTIFICATION OF LEGAL ACTIONS

If anyone at PTC is contacted by an attorney or investigator from an attorney's office about a College-related matter, receives a Summons and Complaint in any matter, or Human Rights/EEOC charge, he/she must contact the President, Dean of Academic, Dean of Student Affairs or Human Resources Director immediately. They will notify the designated Assistant Attorney General.

CONFIDENTIALING AND DATA PRIVACY

College employees may have access to confidential information. Primarily state and federal data privacy laws define the confidential nature of information. A complete description of this information is available on the state web site (www.revisor.leg.state.mn.us.) Supervisors are responsible to inform employees of data privacy issues as a part of their training processes. A breach of confidentiality violates the trust of our students, co-workers and the public trust in the college,

and may be cause for disciplinary action. If you receive a request for information (oral request, subpoena, or search warrant) on a particular student from a government official (local or federal law enforcement, immigration officials, etc.), the request must be referred to the following campus official designee to coordinate a response: Nancy Mach, Dean of Students, 320-629-5173. If an immediate response is requested and the campus designee is unavailable, please contact the Joan Bloemendaal-Gruett, Dean of Academic Affairs.

CAMPUS COMMUNICATIONS

It is important that employees are informed of events and changes in college operations. The system of college committees provides much of the college communication system. There are additional sources outlined below:

CAMPUS ANNOUNCEMENTS

Announcements are found on the hallway monitors in the main hallways, provided at bi-weekly Campus Roundtable meetings, and via e-mail. If you have an announcement for the hallway monitors, please submit them via e-mail to Amanda Spencer at spencera@pinetech.edu.

CAMPUS MAILROOM

All incoming mail and college announcements will be delivered to employee/department mail boxes. All outgoing unstamped mail must include the appropriate postal code for charging costs to cost centers.

Not sure if you or your department has a mail box or a postal code? Check with your immediate supervisor.

CAMPUS COPIERS

Copiers are available for employees' use in several locations throughout the building. Instructions are posted near the copiers. You must have a Department ID and Password to use the copiers. Check with your supervisor or with Information Technology for user ids and passwords.

CAMPUS PARKING FEE/PAYROLL DEDUCTION

Per MnSCU System Procedure 5.11.1, Pine Technical College established Policy 118, Parking Fees for students, faculty, and employee. Employee parking fees are determined by the employee's FTE. You can access PTC's parking map at <http://www.pinetech.edu/news-and-information/parking>.

FLEET SAFETY MOTOR VEHICLE RECORDS (MVR) CHECK PROCEDURE

All employee and faculty will be required to complete a "Vehicle Use Consent Form", prior to using a state issued vehicle. The information requested on the form will be used by Minnesota State Colleges & Universities personnel to determine your qualification to drive vehicles on college/university business or activities. You are not required by law to provide this information, but if you do not do so, you will not be approved to drive vehicles on college/universities business or activities.

For more detailed information on the Fleet Safety Program or a Vehicle Use Consent Form, visit the Risk Management website at <http://www.finance.mnscu.edu/facilities/insurance-riskmgmt/index.html>

COLLEGE VEHICLE SIGN-OUT

Procedure

1. All drivers are required to possess a current driver's license and abide by all traffic laws and regulations of individual states. Of utmost importance is the practice of safe and responsible driving at all times.
2. Each vehicle is scheduled on a monthly calendar on Outlook. When reserving a particular vehicle, employees should find the available date and indicate name, destination, length of time the vehicle will be off campus, and cost center the funds should be taken from.
3. Employees must take the vehicle, which they have reserved unless another is available, at which time employee must make changes on the schedule.
4. When canceling vehicle usage – employee must cancel the reservation in Outlook, as this will free up the vehicle for others to use and prevent a department from incurring fuel charges incurred by others.
5. To pick up a vehicle: Vehicles are ****currently*** located in the garage of the Customized Training/ Continuing Education building. The key to the service door of garage is in the President's office suite. The vehicle keys and the garage door opener are located in the vehicles. The service door key remains in the vehicle until return. After taking the vehicle out of the garage, employee may park their own vehicle inside.
6. To return a vehicle: Employee should remove their personal vehicle and return the college vehicle to the garage. The vehicle keys and the garage door opener are to remain in the vehicle. After closing and locking the garage door, employee must return the service door key to the President's Office.

The CT/CE building/garage area construction will begin in late fall, please watch for detailed information regarding the location of college vehicles from the President's office.

7. In the event that two or more employees need a vehicle for the same day, the following priorities apply:
 - a. groups with the greatest number of passengers
 - b. employees traveling the longest distance
8. Should an employee need to use a vehicle that is already reserved, please contact the President's Office for assistance.
9. Faculty planning a field trip for students must receive prior approval via a Request for Leave form from the Dean of Academic Affairs. If any of the students attending the off campus activities will be driving a college vehicle, the faculty are required to provide the Dean of Academic Affairs with a copy of the student's driver's license and proof of insurance. Upon approval of the field trip, the Dean of Academic Affairs will place a copy of the Request for Leave form with pertinent information regarding the field trip, the student's driver's license and proof of insurance in the College Fleet Vehicle Checkout manual in the President's Office. Upon return, the forms will be destroyed

10. If employee encounters vehicle problems en route, follow instructions below:
 - a. Minor problems or difficulties: Employee should report vehicle difficulties to the Maintenance Department via email or by completing a "Request for Repair" form located in the glove compartment of the vehicle.
 - b. Major problems or difficulties: Employee must immediately contact the college at 320-629-5100. The receptionist will contact the Maintenance Department who will make arrangements for having the vehicle towed, picked up or repaired, and arrange for employee's transportation back to the college.
11. Vehicle must be re-fueled after each use, and returned with a full tank. Attached to the keys of all college vehicles is a gas credit card. Use this card at participating merchants only, if unsure ask before fueling. In order to pay for the gas the employee must have the odometer reading and their ID code (ID code is employee's phone extension with three (3) preceding 0's in front of the 3-digit extension). Upon return the employee must forward signed receipts to the business office.
12. Employee must remove all personal items and clean garbage from the vehicle upon return.
13. When maintenance work is required, the word SHOP will be indicated on vehicle calendar.
14. The vehicles are smoke-free; no smoking is allowed in any PTC fleet vehicle.

MAINTENANCE SERVICES

Maintenance employees or student workers are not authorized to act on independent requests from an instructor or other employee. To page maintenance; stop by the main reception desk or dial "0", give the receptionist the location and brief details (if pertinent) of your request.

COLLEGE COMMITTEES

All employees are encouraged to serve on one (or more) of the College standing committees. The following committees meet on a regular basis:

- Academic Assessment
- Assessment Institutional Effectiveness (AIE)
- Budget
- Campus Roundtable
- Diversity
- Marketing
- Master Facility
- Retention
- Safety
- Staff Professional Development

DEPARTMENTAL BUDGETS

Departmental/program budgets are the responsibility of the cost center managers. For details refer to the following policies:

- 402 - Budget Planning, Control and Reporting
- 403 - Initiating and Processing Purchase Requisitions, Purchase Orders and Related Payments
- 404 - Budget Change Process
- 409 – Travel Management

TRAVEL MANAGEMENT

Board Policy 5.7, Travel Management, addresses the issue of allowable expenses in conducting the College's business. That information is available on the MnSCU website: www.mnscu.edu. Additional information regarding travel and expenses is located in the college policy number 409-Travel Management.

STATE SALES TAX INFORMATION

As an institution, Pine Technical College must declare sales tax on all taxable commodities (this excludes food and clothing, but includes such items as firewood, crafts, and other taxable items) even when sold by individual programs. All programs and clubs that sell taxable commodities must have sales tax taken from the gross sales. This means charging 6.5 percent on all taxable items sold. It is also very important that an audit trail exist between the amount submitted for tax and the records kept by a program or class by maintaining the number of sales, the items sold, the amount for each sale, and the amount of sales tax collected. This responsibility rests with the Pine Technical College employee person supervising any profit-making activity. Taxable sales must be reported to the Business Office monthly.

StarID

What is **StarID**? The **StarID** is a username and password that will be used across the Minnesota State Colleges & Universities to access information technology systems and services. Here's the good news; you will use your **StarID** to access everything at <https://admin.mnscu.edu/employeehome/>, including e-Time. And as **StarIDs** are issued and systems are configured to use **StarID** the number of usernames and passwords you will need to remember and use will be reduced! Ideally, all systems will be able to use StarID so you will have a single username and password.

To activate you **StarID**, browse to <http://starid.mnscu.edu> (no www.)

1. **Select** "Activate **StarID**"
2. **Select** the "State Employee Number" option, be ready with your 8 digit employee ID and the last 4 digits of your social security number. Your employee ID is the one you use for employee self-service.
3. **Select** Pine Technical College and enter the appropriate information.
4. **Enter** a password. The complexity requirements are very similar to your Pine Tech network password. You should be able to use the same password.
5. **Double check** your email address. It should be your Pine Technical College Staff address. You may have more than one email address available if you have taken classes at Pine. If there is a problem with your email address, notify Human Resources.

6. **Accept** the terms and conditions

7. Write down your StarID! They are a bit odd. Once you type it a bunch, you will remember. However, if you do forget your StarID or password, you can find it here <http://starid.mnscu.edu>. Just remember to pick the employee ID number option.

When you change your Pine Tech network password, browse to <http://starid.mnscu.edu> and change your Star ID password to match (it is much easier that way and once they are in sync, they will expire at roughly the same time).

COMPUTER USAGE

Acceptable use of PTC Technology Resources

College information technology resources are the property of Pine Technical College, and are provided for the direct and indirect support of the College's educational, research, service, student and campus life activities. Users have no explicit or implicit expectation of privacy. Pine Technical College's computer systems are provided for authorized users only. Unauthorized or improper use of the College's information technology resources may result in administrative disciplinary action and civil and criminal penalties. By logging into Pine Technical College's system you indicate your awareness of, and consent to, these terms and conditions of use. Please refer to PTC Policy 708 Acceptable Use of Computers & Information Technology Resources for additional information.

Obtaining Support

The IT department offers technical assistance to faculty and employee and maintains all computers, printers, copies, and telephones in the college. Support can be obtained by sending an email to helpdesk@pinetech.edu. You may also contact the help desk by calling extension #113. Please check the website <http://www.pinetech.edu/staff-and-faculty/helpdesk> for additional support information.

Checking Out Equipment

The IT department also provides a variety of application software along with World Wide Web and multimedia production tools for use on campus. Faculty, employee, and students may also check out digital cameras, computer projectors, notebook computers, and other AV equipment for projects directly related to their academic work.

Disability Services

The IT department, in cooperation with the Disability Services office, also provides assistive technologies for College students with disabilities.

Purchasing Technology Related Products:

Policy 703 Information Technology Selection & Purchase requires all technology purchases be approved by the Chief Information Officer, CIO. The intention is to purchase products that are open and interchangeable with competitive vendors.

All material requisition forms containing Information Technology products and/or services for computers, copiers, telephones, interactive television hardware, software purchases, and new textbooks that include software should be routed to the CIO for approval prior to submitting the requisition to the Business Office for processing.

Data Retention, Storage of Files:

Any and all files created by an employee of Pine Technical College are to be saved to the user's network user data directory or a network location designated by the Technology Director. Mobile computer users are responsible for copying any data stored locally to the network on a regularly scheduled basis.

Data Retention, Data Backup: Information Technology employee will perform daily and weekly backups of the network data storage areas. Data retention: all backup tapes will be stored in a fire-proof cabinet on-site for a minimum period of 28 days. A monthly backup tape will be created on the last Saturday of each month. The monthly tape will be stored in a secure, off-site, location for a minimum of six (6) years.

Data Retention, E-mail system backup: The e-mail system is not backed up as part of our normal process. This includes the Outlook system data files and any personal e-mail archives located on network storage areas. Employees are responsible for filing hard copies of email when the data must be retained for business purposes. All Outlook system e-mail is purged after 180 days and items located in trash folders are purged after 30 days.

Disposal and Transfer of Computer Data Storage Media:

Policy 707 Disposal and Transfer of Computer Data Storage Media defines the procedure for the destruction or transfer of any data storage medium. To simplify compliance, employees may drop off any data storage device hard disks, tapes, USB storage devices, floppy disks, CDs, and DVDs to the IT employee located in the Learning Resource and Technology Center.

Web Publishing:

All PTC employees have the ability to publish information on the PTC website. However, to preserve the integrity of the PTC website resources, protect the rights of each user, and provide an open exchange of ideas and information, the College Marketing Director has the responsibility to define all PTC employees' use of this resource.

LEARNING RESOURCE AND TECHNOLOGY CENTER

Library Services combines with Computer Services in the new Learning Resource and Technology Center (LRTC) to assist in attaining the mission of the College. The LRTC is dedicated to providing quality assistance to students, faculty and other personnel on campus in the College's learning and work environment. The LRTC provides learning and research information through its print and non-print collection of 5,000 items, online electronic databases and other Internet resources accessible on its home page, E-books, access to other libraries' catalogs, and efficient interlibrary loan service (MINITEX) for resources not available in the various PTC collections. Daily, employee provided information services include reference and research assistance for papers and reports, computer orientation and assistance including online registration, financial aid, and DARS reports and introduction to the LRTC web page and its various resources. ITV and computer equipment assistance is available in the LRTC also. The College Librarian is available for faculty and classroom introductions to the LRTC and its learning resources. For more information on library services and resources, see the LRTC home page at <http://www.pinetech.edu/academics/LRTC/index.php>.

Collection Development

Technology Equipment

All classrooms are equipped with DVD and VHS players, an instructor computer, data projector, and audio system. Document cameras and other specialized multimedia equipment are located within departments and classrooms throughout the College. If you are unable to locate something you need within your department, please contact the HelpDesk. The LRTC also maintains an inventory of video projectors, camcorders, and digital cameras for short-term loan and use. Faculty, employee, and students may check out equipment for college projects.

Circulation Policy

The college's photo identification card serves also as your library card. The 14 digit bar code on the back of the ID card is your library account. This bar code is used to check out materials from the LRTC and to access subscription, full-text information databases from home. For faculty, print collection items check out for the length of the semester, and audiovisual resources check out for fourteen days. The LRTC has a no-fine policy, but there is a \$45.00 replacement fee for any non-returned or lost collection item. Faculty can request that selected collection items or faculty provided resources be placed "on reserve" shelves behind the LRTC Service Desk for students' use.

CLEANLINESS OF LABS AND CLASSROOMS

Consumption of food and beverages in classrooms, lecture halls, labs, library and other similar locations can be unsanitary, distracting to fellow students and faculty, and unsafe. Thus, consumption of any food or beverages will be permitted in classrooms, lecture halls, and labs, only at the discretion of the faculty/employee member in such areas.

CLASSROOM MANAGEMENT

The following classroom management guidelines shall be enforced by all instructors:

- 1) Students will not be interrupted during classroom time for telephone calls. Exceptions would be made for emergencies.
- 2) Instructors are responsible for the education and safety of their students in classrooms/shops/laboratories. For safety purposes, labs and shops should be locked when an instructor is not present. Students are NOT allowed to work in labs or shops unless an instructor or the program's college lab assistant is present. Students should be reminded that Pine Technical College is not liable for any books, other instructional material, or personal property left in classrooms, shops/labs, or anywhere on the college premises.

FACUTLY SCHEDULES

It is understood that faculty members and the college administration shall work collaboratively in the development of schedules. Schedules for each faculty member shall be developed according to the process outlined in Pine Technical College Policy 201.

STUDENT SUPPORT SERVICES

The college provides transition assessment, student counseling, career assessment, advocacy, academic assistance, and academic tutoring to enrollee and students with disabilities. Services include advocacy, counseling, academic assistance, and referral information. Students can access these services by contacting the Disabilities Coordinator located in the Student Services office. ***Student support services are based on the student's needs as related to his or her disability.***

FEDERAL AND STATE WORK-STUDY

Federal and State work-study positions are available to departments upon request. Work-Study positions provide employment opportunities to our students, while at the same time serving the needs of Pine Technical College. To request a work-study please complete a Work-Study Request Form. Which can be found at: <http://www.pinetech.edu/financial-aid/student-employment>

PAYROLL

E-Time Reporting

All hourly employees must complete and submit a time sheet and any leave requests electronically at <https://webproc.mnscu.edu/esession/authentication.do?campusid=205&postAuthUrl=http%3A%2F%2Fwebproc.mnscu.edu%2Fetimesheet%2Fsecure%2Flogin.htm%3Fcampusid%3D205>

The pay periods end on alternate Tuesdays. Please ensure that the days and hours are reported as worked and that they correspond to the correct pay period. Each 10-day pay period requires a separate time sheet. Please consult with your supervisor if you have any further questions about completing your electronic timesheet and leave requests.

Direct Deposit and Paycheck Distribution

As permitted under Minnesota Statute 16A.17, subd. 10, all new employees must sign up for full (100%) direct deposit. Paystubs (advised) are not mailed to employees. All new employees will add and existing employees may add or update direct deposit information or access pay information by following the website at <http://www.state.mn.us/employee>; a link to this website is also set up on the College Intranet. You will be asked to enter your User ID, which is your SEMA4 Employee ID number, and a password. Initially, your password will be the last four digits of your Social Security number. Information regarding changing passwords is also included on the employee self-service page.

Payroll Deductions

Payroll deductions occur in the following sequence:

- Health and dental insurance (tax deferred)
- Dependent care and medical expense accounts
- FICA and Medicare tax
- Retirement
- Deferred compensation and tax-sheltered annuities
- Federal tax
- State tax
- Other insurance (not tax-deferred)
- Federal and state tax levies, child support, garnishments
- Life insurance, Short- and Long-term disability
- Union dues
- Charitable contributions

Income Tax Withholding/W-4 Form

You must complete a W-4 form to indicate your number of exemptions for income tax withholding purposes at the beginning of employment. You may change your number of exemptions at any time for any reason. A W-4 form for this purpose may be accessed at <http://www.state.mn.us/employee>. Please submit all completed forms to Administrative Services.

Reciprocity Agreements

In September 2009, the Governor terminated the income reciprocity agreement with Wisconsin, effective tax year 2010. If you are a Wisconsin resident, please contact your tax accountant for more information.

COLLECTIVE BARGAINING UNITS

The collective bargaining units represented at the College are listed below, along with contact information. If you have any questions about the bargaining units or labor contracts, please contact the appropriate unit or the Human Resource Department.

American Federation of State, County, and Municipal Employees (AFSCME), Council No. 6, AFL-CIO

Represents: Craft, Maintenance and Labor Unit; Clerical and Office Unit; Technical Unit
You may access the bargaining agreement between AFSCME, Council No. 6 at <http://www.afscme.org>

Minnesota Association of Professional Employees (MAPE)

Represents: General Professional Employees (Classified and Unclassified)
You may access the bargaining agreement between MAPE and the State of Minnesota on the MAPE website at <http://www.mape.org>

Middle Management Association (MMA)

Represents: Supervisory Employees
You may access the bargaining agreement between MMA and the State of Minnesota on the MMA website at <http://www.middlemanagementassn.org>

Minnesota State College Faculty (MSCF)

Represents: Faculty
You may access the bargaining agreement between MSCF and the MnSCU Board of Trustees at <http://www.minnesotastatecollegefaculty.org>

Commissioner's Plan

Represents: Non-managerial employees who are not covered by a collective bargaining agreement and who are not otherwise provided for in law
You may access this plan at <http://www.mmb.state.mn.us/doc/comp/contract/CommissionersPlan.pdf>

MnSCU Administrators Plan

Represents: MnSCU Administrators
You may access this plan at http://www.hr.mnscu.edu/contract_plans/documents/AdminPlan10_11_2.pdf

HOURS OF WORK, OVERTIME, AND ABSENCES

Hours of Work

Your work schedule will be determined by your supervisor according to the terms and conditions of the appropriate collective bargaining agreement. You will normally be granted a fifteen-minute paid rest period during each four hours of work. Rest periods may not be accumulated or taken at the beginning or end of the day.

Employees who work more than four hours per day will normally be granted a thirty-minute unpaid

lunch period near the midpoint of each day. Meal periods may not be accumulated or taken at the beginning or end of the day.

Faculty schedules are determined according to the process outline in Pine Technical College Policy 201. Full-time faculty work 171 days for the academic year according to the academic calendar established by the College. Full-time faculty members normally work forty hours or more per week in carrying out their professional responsibilities. Part-time faculty members normally work a proportional number of hours carrying out similar activities. Some of these activities may be completed off campus.

Overtime

Overtime does not apply to faculty or to MnSCU Administrators. For all other employees, according to Policy No. 504-Overtime, all overtime must be approved prior to being worked. All overtime will be fairly and equitably offered, assigned, and compensated for according to the terms and conditions of the appropriate collective bargaining agreement.

For AFSCME employees, all hours worked in excess of eight hours per day will be considered overtime. All paid vacation; holidays, sick leave, and other paid leaves of absence and compensatory time off will be considered hours worked. All overtime will be compensated at the rate of time and one-half. At your option, overtime will be paid in cash or assigned to a compensatory bank.

Non-exempt MAPE employees are eligible for overtime after completing 40 hours of work during seven consecutive days. With the approval of your supervisor, you may adjust or exchange hours, provided the change does not result in the payment of overtime. All paid vacation, holiday, sick leave, and other paid leaves of absence and compensatory time off will be considered hours worked. All overtime will be compensated at the rate of time and one-half. Overtime will be paid in cash unless you and your supervisor mutually agree to compensatory time off.

It is recognized that exempt MAPE and MMA employees are responsible for managing and accounting for their own hours of work and that they may work hours in excess of the normal work day and/or payroll period. In these instances and with the approval of your supervisor, you may balance your hours of work in subsequent work days and payroll periods, provided it does not result in the payment of overtime or guarantee hour-for-hour time off for extra hours worked.

Absences

According to Policy No. 505, Absence from Campus, all employees excluding faculty, will submit their leave requests to their supervisor electronically. All employees, again excluding faculty and administrators will submit their time sheets to their supervisor electronically. The supervisor will review and approve or deny their time reporting electronically as well. Time sheets are due to the payroll office on pay day Fridays, completed through the end of the pay period.

All employees, including faculty, will document absences from campus for sick leave, vacation leave, personal leave, compensatory time taken, jury duty, and unpaid leave of absence. Faculty will use the "Request for Leave" absence reporting system. The requests are to be completed, whenever possible, in advance of the scheduled absence. Please refer to your collective bargaining agreement or personnel plan for specific requirements in requesting time off, particularly personal leave and vacation leave time.

All employees are requested to report unexpected absences via procedures established by the supervisor. It is the employee's responsibility to provide the following information when reporting an

unexpected absence: the date of absence, reason for absence, and any special information to be delivered to your department/supervisor/students regarding what needs to be covered, cancelled, or other addressed for the period of your absence.

NON-FACULTY

Holidays

Employees receive one floating holiday and ten (10) scheduled holidays each year. The scheduled holidays are:

- New Years Day (January 1)
- Martin Luther King's Birthday (third Monday in January)
- President's Day
- Memorial Day (fourth Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Day

If the holiday falls on a Saturday, it will be recognized on the preceding Friday. If the holiday falls on a Sunday, it will be recognized on the following Monday. To be entitled to receive a paid holiday, you must have worked or been on paid leave on the normal workdays immediately preceding and following the holiday. Holiday pay is prorated for part-time employees based on the number of hours they would have worked in the pay period had there been no holiday.

Vacation Leave

Full-time employees earn between 13 and 29 days of vacation leave per year, depending upon their length of service. Part-time employees earn a prorated amount of vacation leave based on the hours worked during the pay period. Vacation leave is earned in hours each pay period and cannot be used during the pay period in which it is earned. You may not use your vacation leave until completing six months of continuous service in a vacation eligible status. You may accumulate unused vacation leave to any amount provided that your accumulation is reduced to 275 hours or less at least once during each fiscal year (July 1-June 30). If it has not, your unused vacation leave will be automatically reduced to 275 hours at the end of the fiscal year.

Sick Leave

Full-time employees earn 13 days of sick leave per year at the rate of four hours per pay period. Part-time employees earn a prorated amount of sick leave based on the hours worked during the pay period. Sick leave cannot be used during the pay period in which it is earned.

Other Paid Leaves of Absence

In addition to the leaves of absence described above, paid leaves of absence may be granted for the situations listed below per the employee's collective bargaining agreement. ***If the employee is unsure of the appropriate approved leave usage, the employee may contact their union steward, supervisor, or the Human Resources office for clarification.***

- Bereavement Leave
- Court Appearance Leave (*job-related*)
- Education Leave (*required*)

Jury Duty Leave
Military Leave (*up to 15 working days per calendar year*)
Voting Time Leave
Emergency Leave (*declared by the College President*)
Blood Donation Leave
Election Judge Leave
Transition Leave
Investigatory Leave
Administrative Leave
Unpaid Leaves of Absence
Unpaid leaves of absence may also be granted for the situations listed below.
Unclassified Service Leave
Education Leave
Medical Leave
Parenthood Leave
Military Leave
Personal Leave
Precinct Caucus or Convention Leave
Union Leave
Leave for Related Work
Volunteer Firefighter/Emergency Medical Technician/Natural Disaster Leave
Elder Care Leave
Religious Holidays
Administrative Leave

FACULTY

Personal Leave

In accordance with Article 14, Section 5 of the MSCF agreement, full-time faculty members earn two days of personal leave per academic year, which is credited at the beginning of the academic year, provided that the total accumulated personal leave does not exceed eight days. Part-time faculty members earn a prorated amount of personal leave. Faculty may use no more than three days in any semester unless approved by the President. Personal leave may be taken in full or one-half day increments. Faculty members who have earned a fractional day may also use that fractional day.

Faculty members may have days when they are not scheduled on campus for classes and meetings. The faculty work year is 171 duty days, and a full-time work week consists of 40 hours of paid time; therefore, should the faculty member schedule activities for themselves that are not college related on one of the designated duty days, they must take personal leave. An example would be as follows: Your class schedule includes teaching Monday – Thursday, with no student contact on Friday. You elect to travel to Las Vegas for a long weekend Friday through Sunday. You would need to take personal leave time for the Friday because this is one of the total 171 duty days for which you are compensated throughout the academic year.

Sick Leave

In accordance with Article 14, Section 3 of the MSCF agreement, full-time faculty members are credited with 20 days of sick leave upon initial employment. At the beginning of the third academic year of employment and every academic year thereafter, full-time faculty members are credited with ten days

of sick leave. One additional day of sick leave will be credited for every multiple of 20 days or three credits assigned during a summer session or as extra days. Part-time faculty members are credited with a prorated amount of sick leave. Sick leave may be taken in full day or one-half day increments. Faculty members who have earned a fractional day may also use that fractional day. Unused sick leave may be accumulated to a maximum of 112 days. Sick leave earned over the maximum will be considered lapsed but will be recorded to your credit. In the event that an illness exhausts your current accumulated sick leave and you have lapsed sick leave recorded to your credit, additional sick leave will be granted by the President upon valid medical documentation to the extent required, but not to exceed the total amount of lapsed sick leave.

Faculty members may have days when they are not scheduled on campus. The full-time faculty work year is 171 duty days and the work week consists of 40 hours of paid time. Thus; should the faculty member become sick or schedule medical appointments on a duty day, regardless of whether that day includes instructional time, they must take sick leave.

For example: Your class schedule includes teaching Monday – Thursday . You become sick Thursday afternoon and are unable to return to work until Monday. You would need to take sick leave for the portion of the day missed on Thursday afternoon and for all day Friday.

Bereavement Leave

A faculty member will be granted up to five days of approved leave as necessary for bereavement purposes. Bereavement leave of up to five days shall not be deducted from sick leave in the event of death in the immediate family or any individual who is named as a beneficiary in the employee's retirement program. If additional bereavement leave is requested beyond the five days for an immediate family member, the approved bereavement leave will be deducted from sick leave. Upon consultation with the President, bereavement leave for a faculty member for a person of a close relationship may also be approved and deducted from sick leave.

Advanced Degree or Certification Leave

Upon application, a faculty member will receive a leave of up to five days to take written or oral exams for an advanced degree or certification.

Other Paid Leaves of Absence

In addition to the leaves of absence described above, paid leaves of absence may be granted for the situations listed below.

- Sabbatical Leave
- Jury Duty Leave
- Court Appearance Leave (job-related)
- Military Leave (up to 15 working days per calendar year)

Unpaid Leaves of Absence

Unpaid leaves of absence may also be granted for the situations listed below.

- Military Leave
- Parenting Leave
- General Leave
- Religious Holidays

EMPLOYEE BENEFITS

The State of Minnesota compensates employees with more than pay. Many benefits are available through the Minnesota Management & Budget (MMB) (formerly Department of Employee Relations). For additional information, please contact the Human Resource Department, refer to your collective bargaining agreement, or go to the MMB website at <http://www.mmb.state.mn.us>

Health and Dental Insurance

The State pays for a large portion of health and dental insurance for employees and their eligible dependents. Eligibility and the level of employer contribution vary depending upon your collective bargaining unit.

Life Insurance

The State pays for your basic life insurance, the amount of which is determined by your collective bargaining agreement and based on your salary. You may purchase additional life insurance for yourself and your eligible dependents.

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.

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.

Pre-tax Benefits - Pre-tax benefits allow you to pay for certain expenses with money that is deducted from your pay before it is taxed.

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.

Medical/Dental Expense Account – This allows you to pay for certain unreimbursed medical and dental expenses with pre-tax dollars.

Dependent Care Expense Account – This allows you to pay for certain dependent care expenses, such as child care, with pre-tax dollars.

Right to Continue Benefits

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

Termination of employment (for reasons other than gross misconduct)

Layoff

Reduction of hours to an ineligible status

Dependent child no longer eligible as a 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

Tax Deferral Options

The following voluntary tax-deferred savings plans allow you to place a portion of your earnings into a

pre-tax investment program. Taxes on dollars invested in these programs and the related earnings are deferred until you withdraw them, allowing you to defer current income for long-term tax-deferred savings. There are differences between the plans, as well as limitations on the amount of income you can defer. For further information, please refer to the following websites:

Deferred Compensation Plan – The State’s Deferred Compensation Plan is administered by the Minnesota State Retirement System (MSRS). The MSRS website is <http://www.tiaa-cref.org/mnscu/>

403(b) Tax-Sheltered Annuity – The Tax-Sheltered Annuity plan is offered by MnSCU and TIAA-CREF (<http://www.tiaa-cref.org/mnscu/>).

Roth 403(b) - You now have more flexibility with your Tax-Sheltered Annuity (TSA) retirement savings, effective July 2007, you can make Roth after-tax contributions to your MnSCU TSA plan. To learn more about the Roth option for your Tax-Sheltered Annuity plan, call the dedicated MnSCU Telephone Counseling Center at 800-682-8969, Monday-Friday from 8:00 a.m. to 5:00 p.m. (CT) or visit www.tiaa-cref.org/mnscu

Retirement

There are several retirement plans provided by the State, depending on your employment status. Retirement plan deductions, which are automatically withdrawn from your paycheck, are sheltered from federal and state income tax. Employee and employer contributions vary based on the provisions of the specific retirement plans. Additional information and links to the various retirement plans are available on MnSCU’s retirement website at http://www.hr.mnscu.edu/retirement/campus_resources/index_campusresource.html

Classified Employees – The retirement plan for classified State employees is provided through the Minnesota State Retirement System (MSRS). Their website is www.msrs.state.mn.us. If you worked for another public employer and have not transferred your retirement funds to MSRS, your retirement may be provided through the Public Employees Retirement Association (PERA). The PERA website is: <http://www.mnpera.org>

Unclassified MAPE, MMA, and MSCF Employees – Participation in a retirement plan is mandatory for all employees in the above categories who are employed for more than 25% of a full academic year, excluding summer session (8 credits). Once eligible, you have a choice of retirement plans and you must make an irrevocable decision to participate in either the Teachers Retirement Association (TRA), a defined benefit plan, or the Individual Retirement Account Plan (IRAP), a defined contribution plan. Once eligibility is met, you remain eligible to participate, even if your employment is less than 25% in subsequent years.

Teachers Retirement Association (TRA) – TRA is a “defined benefit plan”, meaning that you are guaranteed a lifetime pension benefit, which is a specific percentage of your average highest five annual salaries based on your age and years of service at retirement. The TRA website is: <https://www.minnesotatra.org/>.

Individual Retirement Account Plan (IRAP) – IRAP is a “defined contribution plan” in which your retirement benefits are based on contributions made by yourself and by your employer and the investment performance of the vendor(s) you select. Please refer to MnSCU’s retirement website (<http://www.hr.mnscu.edu/retirement/index.html>) for investment options and further information about this plan.

Supplemental Retirement Plan (SRP) – Participation in the SRP is mandatory for both TRA and IRAP participants following two years of full-time service. SRP is a defined contribution plan (DCR). The employee and employer contribution amounts vary depending on your collective bargaining agreement. Please refer to MnSCU’s retirement website (http://www.hr.mnscu.edu/retirement/campus_resources/index_campusresource.html) for investment options and further information about this plan.

Tuition Waivers

All of the collective bargaining agreements provide for a tuition waiver benefit. Please refer to your collective bargaining agreement for the eligibility criteria. The tuition waiver is now available electronically at <https://webproc.mnscu.edu/ession/authentication.do?viewLoginForwardName=employeeLogin&campusId=205&postAuthUrl=http%3A%2F%2Fwebproc.mnscu.edu%2Ftw%2Fwaiver%2Fsummary.do%3Fcampusid%3D205>, if you have questions, please contact the Human Resources Assistant.

Workers’ Compensation

Workers’ compensation benefits are available to employees who sustain work-related injuries or illnesses. The State provides these benefits through CorVel. Injured employees or their supervisors should contact the Human Resource Department to receive a First Report of Injury form, a Workers’ Compensation Employee Handbook, and an ID card for services. If you are injured on the job and need medical attention, you must go to Allina Medical Clinic, 220 Third Avenue SE, in Pine City (320-629-7505), which is the designated clinic in this area for workers’ compensation services. At the initial time of injury, you must call the CorVel 24 Hour Information Line at 866-399-8541 or 612-436-2542 if you would like to access medical care with a provider other than Allina Medical Clinic in Pine City. Following the initial treatment, CorVel must pre-authorize all treatment to any other health care providers.

In the event that a workplace injury or illness occurs, it is your responsibility to immediately report such events to your supervisor. Please also report any incidents or conditions that could result in an injury or illness to you or a co-worker in the future. You will be expected to assist your supervisor in investigating the incident. Your prompt actions can help to prevent future injuries or illnesses to you or your co-workers.

Students – Students’ injuries are not covered by the College’s insurance unless it can be shown that the College was in some way negligent. If it is believed that a situation involves negligence, this should be reported to the Dean of Student Affairs.

Student Workers – Work-study students and student workers are eligible for workers’ compensation benefits and should report an injury or illness as described for employees above.

STATE OF MINNESOTA EMPLOYEE ASSISTANCE & WORK/LIFE PROGRAM - LIFE MATTERS

When you or your family need helpful guidance, counseling, local resources or reliable professional care, your **LIFE MATTERS** program is just a phone call away, and it is available on a live basis 24/7.

When you call , a **LIFE MATTERS** professional will speak with you about your concerns and offer a variety of services including: Counseling, Work/Life resources, Financial Consultation (w/certified financial counselor), Legal Consultation (w/an attorney), and more.

Services are provided free (if you are referred to resources beyond the program, you will be advised about your costs, if any) and provided directly to the employee by **LIFE MATTERS, your use of this service and the information you share is confidential, except when your safety or the safety of another individual may be at risk.**

call: **1-800-657-3719** — 24/7 Toll-Free or visit <http://www.mylifematters.com/ca/> Password: **STMN1**

WEATHER & EMERGENCY CLOSINGS OR CANCELLATIONS

In accordance with MnSCU Policy 4.4, the following procedure is followed when it becomes necessary to close Pine Technical College or cancel academic or non-academic activities, or delay the opening of the College due to inclement weather or other emergency conditions. This procedure will also describe working conditions, and the compensation status of employees during the time the College is closed. See Policy 103 for details.

STAR ALERT

In the interest of promoting the safety of our campus community, Pine Technical College is implementing a new wireless emergency notification system, Star Alert™, for students, faculty and staff. Star Alert emergency messages are sent through text mail and e-mail during emergencies that threaten life or safety and/or severely impact standard campus operations. The Star Alert system will only be used in emergency situations. Star Alerts provide immediate emergency communication, and as a wireless notification system, they provide critical information if computers and telephones are compromised. Registration is free, quick and easy. Participants must be able to receive text or e-mail messages on their cell phones. The process also can be reversed if the service is no longer desired. Information submitted through the registration process will only be used for the Star Alert system. To register for Star Alert, visit <http://www.pinetech.edu/current-students/star-alert>.

LOST & FOUND

The College Lost & Found is located at the main reception desk inside the Student Services office. The telephone number is 320.629.5100.

ADMINISTRATION

President

Robert Musgrove, 320/629-5120

Dean of Academic Affairs

Joan Bloemendaal-Gruett, 320/629-5116

Dean of Student Affairs

Nancy Mach, 320/629-5173

Executive Director of Employment & Training Center

Anthony Gantenbein, 320/629-5159

Director of Human Resources

Penny Hudlow, 320/629-5115

Dean of Customized Training and Continuing Education

Jason Spaeth, 320/629-5175

Director of the Johnson Center for Simulation

Cynthia Galbraith, 320/629-5143

Associate Executive Director of Employment & Training Center

Connie Odendahl, 320/629-5151

Business Manager

Janis Wegner, 320/629-5119

Director of Academic Planning, Program Development & Assessment

Paula Hoffman

Director, Office of Strategic Initiatives

Stefanie Schroeder

Information Officer

Kenneth Ries, 320/629-5195

Physical Plant Supervisor

Steven Lange, 320/629-5506

LOCAL "EXPERTS" LIST

Questions About	Contact Person	Telephone Number
Admissions	Nancy Mach	173
Benefits (Insurance)	Amy Johnson	129
	Penny Hudlow	115
Bookstore	Jodie Haavisto	137
Business Office/Tuition	Janis Wegner	123
	Lisa Hosna	182
Computer Technology	Helpdesk	113
Course Scheduling	Joan Bloemendaal-Gruett	116
	Laureen Williams	198
Curriculum/Course Outlines	Joan Bloemendaal-Gruett	116
	Paula Hoffman	180
Customized Training	Jason Spaeth	175
	Kathryn Anderson	176
Desire 2 Learn (D2L)	Helpdesk	113
Financial Aid	Shawn Reynolds	161
	Amanda Spencer	127
Foundation	Sandra Carlisle	140
Credit Transfer	Robert Baker	118
Higher Learning Commission/NCA	Robert Musgrove	120
Human Resources	Penny Hudlow	115
	Amy Johnson	129
ID Badges (Staff & Students)	Helpdesk	113
	Laurie Jorgensen	145
Institutional Services/Facilities	Steve Lange	506
Faculty Credentialing	Penny Hudlow	115
	Amy Johnson	129

Marketing	Danielle Chandonnet	114
LOCAL "EXPERTS" LIST (CONTINUED)		
Questions About	Contact Person	Telephone Number
Monitors (hallway)	Amanda Spencer	127
Payroll Questions		payroll@minnesota.edu
President's Office	Sandra Carlisle	140
Programs Credit & General Ed	Joan Bloemendaal-Gruett	116
Customized Training/Continuing Ed	Jason Spaeth	175
Purchasing	Janis Wegner	123
Registration/Student Records	Darla Calverley	118
Room Assignments (cry/non-cr)	Laureen Williams	198
Room Rentals (from outside PTC)	Laureen Williams	198
Classroom Reservations	Laureen Williams	198
Conference Rooms/Auditorium		Outlook/E-Mail Schedule
Support Services/Tutoring	Gloria Baker	174
	Erin White	574
ITV/Video Conferencing	Helpdesk	113
	Laurie Jorgensen	145
Telephones	Helpdesk	113
	Mike Borash	148
Vehicle Fleet Safety Program	Steven Lange	506
	Penny Hudlow	115
Vehicle Reservations Outlook	Sandra Carlisle	140
Voice Mail	Helpdesk	113
	Michael Borash	148