

Pine Technical College

STAFF HANDBOOK 2009-2010

Pine Technical College is committed to a policy of nondiscrimination in employment and educational opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

This publication is available upon request in alternate formats to individuals with disabilities voice/TTY 320/629-1030.

Revised 08-09

STAFF 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 the Human Resource staff. In some departments an additional handbook will be provide 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.

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.

HISTORY OF THE INSTITUTION

Established in 1965 as the 24th Minnesota area's vocational-technical school, Pine Area Vocational-Technical School was originally charged with the mission of providing occupational, educational, and technical expertise to students. The local Pine City School Board of Education worked closely with the Minnesota Department of Education from 1963 to 1965 to obtain the necessary approvals needed to establish an area vocational-technical school in Pine City.

The College was originally housed in various locations throughout Pine City, and the initial 22,500 square foot building was completed in 1966. The first programs offered at Pine City Area Vocational-Technical School in 1966 were in four program areas that offered occupational diplomas in auto mechanics, welding, drafting, and secretarial/business. Students did not pay tuition to attend the vocational-technical school.

Over the years, the college was re-designated as a State Technical Institute and later as a Technical College in 1992.

In addition to the credit programming that was its original mission, the College also operates a Continuing Education and Customized Training Division to provide courses to additional constituencies, and developed a student marketing/recruitment program, extensive student support and counseling services, on-campus child care, and services for special student populations. In 1989, the college opened the Employment and Training Center, which manages a variety of childcare, training and support and welfare-to-work programs for the five counties serving East Central Minnesota. In 1994, the college sought and received accreditation through the North Central Association of Colleges and Schools. Currently, the college has made progress toward offering students more options for their education, such as Associate of Science degrees and a joint Associate of Arts degree

VISION – MINNESOTA STATE COLLEGES AND UNIVERSITIES

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.

MISSION – MINNESOTA STATE COLLEGES AND UNIVERSITIES

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

CULTURAL DIVERSITY

Pine Technical College is a member of a College community that is committed to creating a positive, supportive environment and welcomes a diversity of opinions and ideas for students, faculty and staff of all cultures.

The College will not tolerate racism, harassment, or any derogatory remarks about a student's race, sexual orientation, class, gender, or physical limitations. We believe the best and most effective learning environment for tomorrow's leaders is a multicultural setting.

STATEMENT OF COMMITMENT

Pine Technical College (hereinafter referred to as PTC) is committed to conducting all personnel and educational activities without regard to race, sex, color, creed, religion, age, national origin, marital status, disability, status with regard to public assistance, sexual orientation, or membership or activity in a local

commission as defined by law. Personnel activities include, but are not limited to: recruitment, selection, placement, employee development, promotion, retention, compensation, leaves of absence, disciplinary action, transfer, demotion, termination, and layoffs affecting all employees and job applicants. PTC will not tolerate discrimination on the basis of these protected class categories in accordance with all state and federal equal opportunity/affirmative action laws, directives, orders and regulations.

PTC is committed to implementation of this affirmative action plan and fully supports the State of Minnesota's affirmative action efforts. PTC will implement and maintain an affirmative action program that takes aggressive measures to eliminate internal barriers to equal opportunity and that strives to remedy the historical under-representation in the employment, retention, and promotion of qualified persons with disabilities, persons of color and women.

It is PTC's policy to ensure equal employment practices are followed during all phases of the employment process. In that spirit, PTC will continue to seek opportunities to maximize the selection and retention of protected group employees by:

- continuing to actively and aggressively recruit protected group applicants;
- continuing affirmative action training for employees, with an emphasis on those serving on selection committees; and by
- supporting affirmative measures to retain protected group employees.

The entire College community is encouraged to share in the responsibility of promoting and applying the principles of equal opportunity and supporting the College's plan of action. In doing so, we will more effectively utilize the skills and resources of the entire campus community including those persons who have been historically denied equal opportunities.

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 to the Marketing Director.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program is a confidential assessment, counseling, and referral service for you and your family to help resolve problems which may be affecting your life at work and at home. To speak to an EAP Counselor call: **651-259-3840** or **1-800-657-3719**.

CAMPUS SAFETY

PTC attempts to provide all of its staff and students with a safe and secure educational and working environment. Students and staff 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 2 and Level 3 sex offenders can also be accessed on the PTC website at www.pinetech.edu. Students and staff 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.

CONCEAL & CARRY

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 Policy 116.

MAILROOM

Each staff member is assigned a mailbox in the mailroom/copy center. All incoming mail will be placed in your box after delivery. These boxes will also receive announcements and bulletins and should be checked at least once a day. Outgoing unstamped mail must include the appropriate postal code for charging costs to cost centers.

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.

FLEET SAFETY MOTOR VEHICLE RECORDS (MVR) CHECK PROCEDURE

All staff 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 located in the garage at the CE/CT building. When picking up a vehicle, employee will come to the President's Office to pick up the key to the service door of the CE/CT building garage. 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.
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 employee must have the odometer reading and their ID code (ID code is employee's phone extension with a "0" in front). 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.

CUSTODIAL SERVICES

All requests for custodial services should be communicated via e-mail. Institutional maintenance staffs are not authorized to act on independent requests from an instructor or other staff. For emergencies, contact the main reception desk (Extension #111), and they will page the maintenance staff.

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

INSURANCE

Professional liability insurance is required for students enrolled in certain majors. Such coverage is included in program fees collected with tuition. Students are urged to consider carrying personal property insurance to cover their valuables, such as tools and other required occupational equipment. Health insurance is available for students at a nominal cost. Students can contact the Admissions Office for additional information.

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 staff 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/help-desk> 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, staff, 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.

Technology Related Policy

Confidential Telephone Codes: A long distance confidential code is issued to each employee; the use of this confidential code is restricted to college business use only. In accordance with the Minnesota Statute 43A.38, subd.4. Personal long distance calls must be billed to another telephone number (non PTC) or to the employee's personal calling cards.

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 staff will perform daily and weekly back-ups 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 staff 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 IT 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, staff 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

The LRTC is currently involved in a collection inventory and improvement project to provide the best resources for support of the College's curriculum and learning activities for PTC students and faculty. Small collections housed in various campus locations are either being relocated to the LRTC or are being officially cataloged. This process supports increased accountability and eliminates needless duplication, increases access to materials, and facilitates accreditation goals such as having a complete list of all resources for programs in one database.

The College Librarian continues to update the collection in all subject areas. Please forward topics/subjects your students are researching, so that materials and Internet resources can be identified for their needs. The LRTC welcomes faculty recommendations for library resources to be purchased in order to support teaching and learning activities.

Research Databases

Through the Electronic Library of Minnesota (ELM), faculty and students have electronic access to InfoTrac and Ebsco Host periodical databases and to ProQuest for newspaper articles. The LRTC also subscribes to Encyclopedia Britannica Online which leads users to a variety of information resources. For off-campus access to these comprehensive resources, a PTC photo identification card is necessary. Log-in to a database requires the 14 digit library bar code with the password being your last name.

Computer Use/Study Area

The LRTC provides eighteen computer stations, several study carrels and tables, and lounge seating for student and faculty use. In addition, four additional computer stations in the center of the area are reserved for information/research and registration purposes. A group study room is also available as is an assistive technology PC station located in the Career Center room. Equipment is available for videocassette, CD and DVD viewing in the LRTC.

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, staff, 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/staff member in such areas.

CLASSROOM MANAGEMENT

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

1. Students and staff members will not be interrupted during classroom time for telephone calls. If an emergency arises, exceptions will be made.
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 is present.
3. 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 else on the premises.

FACULTY SCHEDULE

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 by that faculty member, in consultation with the Academic Dean & Student Affairs. In the case of multi-faculty programs, the faculty shall first work in consultation with each other to develop schedules prior to submitting them to the College administration.

FACULTY & STAFF ABSENCES

Please follow the procedure established by your supervisor. Contact your supervisor with any questions.

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.

WEATHER & EMERGENCY CLOSINGS OR CANCELLATIONS

Purpose

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.

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:

- Assessment
- Budget
- Campus Roundtable
- Institutional Effectiveness
- Marketing
- Safety
- Technology

DISHONEST ACTS CONTACT PERSONS

Contact persons are Robert Musgrove at extension 120 or Penny Hudlow at extension 115.

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.

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 which 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 staff person supervising any profit-making activity. Taxable sales must be reported to the Business Office monthly.

STUDENT SUPPORT SERVICES

PTC provides transition assessment, student counseling, career assessment, advocacy, academic assistance and academic tutoring to enrollees and students with disabilities.

Tutors

Tutoring assistance is available in the Academic Skills Center.

Accommodations

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.

WORK-STUDY STUDENTS

Work-study students may be available to assist in the Pine Technical College operation. Request forms are available in the Financial Aid Office.

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 in consultation with the Dean of Academic Affairs. 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.

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

Payroll is distributed according to the pay period schedule determined by the Department of Finance. Employees are paid bi-weekly on alternate Fridays for the pay period ending 10 days prior.

Under Minnesota Statute 177.23, Subd. 4, all new employees must sign up for full (100%) payroll direct deposit. Exceptions may be granted only upon written objection from the employee. *The Payroll Direct Deposit*

Authorization and Instructions and the *Direct Deposit Exception* forms are available from Administrative Services or on the following website: <http://www.finance.state.mn.us/agencyapps/sema4/forms.html>.

Direct deposit ensures that your pay is deposited in your account on payday. Paychecks are issued directly from the Department of Finance in St. Paul and are mailed to employee home addresses. The post office does not forward paychecks and, if undeliverable, they are returned directly to the Department of Finance, which contacts the College for the correct address.

If there is a change of address, please notify the Human Resource Department as soon as possible. If you have had a change of address and have not notified the Human Resource Department of your move in advance, it can delay the receipt of your paycheck by a week or more.

Pay advices are not mailed to employees. To access your pay information, you must go to the following website: <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. You may change your password at any time.

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

For non-Minnesota residents, a reciprocity form must be submitted to Administrative Services each year to continue reciprocity for income tax purposes.

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, and the State of Minnesota on the Department of Employee Relations (DOER) website at <http://www.mmb.state.mn.us/services/lr>.

- **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> or on the DOER website at <http://www.mmb.state.mn.us/services/lr>.

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> or on the DOER website at <http://www.mmb.state.mn.us/services/lr>.

- **Minnesota State College Faculty (MSCF)**

Represents: Faculty

You may access the bargaining agreement between MSCF and the MnSCU Board of Trustees on the MnSCU Human Resources website at <http://www.hr.mnscu.edu/LR>.

- **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 on the DOER website at <http://www.mmb.state.mn.us/services/lr>.

- **MnSCU Administrators Plan**

Represents: MnSCU Administrators

You may access this plan on the MnSCU Human Resources website at <http://www.hr.mnscu.edu/LR>.

LEAVES OF ABSENCE

Please refer to the appropriate collective bargaining agreement for more specific information regarding leaves of 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 (approved as a substitute holiday for Christmas Eve Day, December 24, 2009)
- 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 Eve (December 24, approved as a substitute holiday for President's Day 2010)
- Christmas Day (December 25)

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.

- 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)
- 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 classes are scheduled Monday – Thursday and 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 Deferment 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. Tand TIAA-CREF (<http://www.hr.mnscu.edu/retirement/tiaa-cref/tiaa-cref403b.html>).

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/index.html>.

Classified Employees – The retirement plan for classified State employees is provided through the Minnesota State Retirement System (MSRS). Their website is <http://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: <http://www.tra.state.mn.us/>.

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/index.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 Shelly Dunn, HR Assistant at dunns@pinetech.edu or 320-629-5129.

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.

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 Plan Supervisor and he can be reached at Extension 155.

Administration

President

Robert Musgrove, 320/629-5120

Dean of Academic Affairs

Dean Masters, 320/629-5116

Dean of Student Affairs

Nancy Mach, 320/629-5173

Employment & Training Center, Executive Manager

Joan Bloemendaal - Gruett, 320/629-5126

Human Resources Director

Penny Hudlow, 320/629-5115

Dean of Customized Training and Continuing Education

Jason Spaeth, 320/629-5175

CIO

Kenneth Ries, 320/629-5195

Business Manager

Ronald Scherman, 320/629-5119

Director of Johnson Center for Virtual Reality

John Heckman, 320/629-5143

Physical Plant Supervisor

Steven Lange

LOCAL "EXPERTS" LIST

Questions About	Contact Person	Telephone Number
Admissions	Nancy Mach	173
Benefits (Insurance)	Shelly Dunn Penny Hudlow	129 115
Bookstore	Jodie Haavisto	137
Business Office/Tuition	Ronald Scherman Janis Wegner Lisa Hosna	119 123 182
Computer Technology	Kenneth Ries	195
Course Scheduling	Dean Masters Laureen Williams	115 198
Curriculum/Course Outlines	Dean Masters Paula Hoffman	116 180
Customized Training	Jason Spaeth Kathy Anderson	175 176
Financial Aid	Shawn Reynolds Amanda Spencer	161 127
Foundation	Alison Holland	140
Credit Transfer	Robert Baker	118
Higher Learning Commission/NCA	Robert Musgrove Dean Masters Janice Hofschulte	120 116 536
Human Resources	Shelly Dunn Penny Hudlow	129 115
ID Badges (Staff & Students)	Kenneth Ries	195
Institutional Services/Facilities	Steve Lange	506
Faculty Credentialing	Penny Hudlow Shelly Dunn	115 129
Long Distance Access	Kenneth Ries	195

LOCAL "EXPERTS" LIST (CONTINUED)

Questions About	Contact Person	Telephone Number
Marketing	Danielle Chandonnet	114
Monitors (hallway)	Laurie Jorgensen	127
Payroll	Shelly Dunn Lisa Hosna Penny Hudlow	129 182 115
President's Office	Alison Holland	140
Programs		
Credit & General Education	Dean Masters	116
Customized Training/Continuing Ed	Jason Spaeth	175
Purchasing	Ronald Scherman Janis Wegner	119 123
Registration/Student Records	Robert Baker	118
Room Assignments (credit & non-credit)	Laureen Williams	198
Room Rentals (from outside PTC)	Laureen Williams	198
Room Reservations (auditorium, conference rooms)	Outlook/Laureen Williams	198
Support Services/Tutoring	Gloria Baker Erin White	174
Telecommunications	Laurie Jorgensen	145
Telephones	Kenneth Ries	195
Vehicle Fleet Safety Program	Steven Lange Penny Hudlow	155 115
Vehicle Reservations	Outlook/Exchange	
Voice Mail	Kenneth Ries	195

